

# **ACCO SYS ACCOUNTS**

**(ACCO SYS)**

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**Release Issue V7.01022011**

## **ACCO SYS ACCOUNTS:**

An Integrated Accounting and Business Processing System for  
Microsoft Windows and various versions of Microsoft Access from 2000  
onwards, for small businesses and sole traders.

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### **Contents of this Document:**

This document comprises the main ACCOSYS ACCOUNTS Documentation.

Please read this document in league with the Release and Installation Note issued with the system, and  
in conjunction with the Advice, Bugs, Changes and Enhancement Notes, which are installed on your  
Windows Desktop under the Group Window issued with the system.

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# ACCO SYS ACCOUNTS

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## **1. INTRODUCTION TO ACCOSYS AND WINDOWS**

### **1.1 An Outline of ACCOSYS**

ACCOSYS Accounts is an integrated accounts system. But it is more than that. It can model the greater proportion of your business activity in a single system.

It will help if you think of ACCOSYS Accounts as comprising several sections:

#### *Your Business Structure*

Cost Centres      divisions of your business in which you may wish to study profit and loss, to some extent separately

Departments      accounting headings to which financial activity may be summed.

#### *Your trading partners*

Organisations      Businesses, Institutions and individuals with whom you trade, buy, sell or to whom you make payment as Suppliers, Customers or in any other role.

#### *Your Products, Goods and Services*

Commodities      any material, product, service, commodity or financial obligation which you buy, sell, service or use. ACCOSYS can manage and track commodity purchases and sales at batch or serial number level, and monitor stock levels.

#### *Your Business Dealings*

Transactions      ledger-based records of all of the:  
sales (quotations, orders, invoices, payments, despatches, credits, refunds)  
purchases (orders, invoices, payments, deliveries, credits, refunds),  
nominal/departmental (payments)  
non-financial events (reports)  
assets (in conjunction with the Balance Sheet function)  
activities of your business.

#### *Your Reports*

ACCOSYS will readily produce reports that are necessary for business and financial reporting, but which are also useful as a record of much of your business information.

Lists of your Supplier/Customer (and other) Organisations  
Lists of your Commodities, their supplier prices, and batch labels  
Activity in Organisation and Commodity accounts  
Ledger prints of Sales, Purchases, Events, Nominal/Departmental transactions  
Batch Labels, Batch Sales and Batch Stock lists  
Profit and Loss Statements  
VAT Inputs and Outputs  
Balance Sheet

ACCOSYS Accounts is exceptionally flexible, owing to the way in which a system of user-defined codes and attributes allows you to maintain pull-down listboxes containing all kinds of options for the various data items, such as ledger types, transaction type, transaction status, organisation roles, address types, department categories, international VAT rates and VAT territories, international currencies, depreciation codes.

As ACCOSYS is set up with a rich range of codes, only in exceptional cases will you need to add extras: but the flexibility is there as and when your use of the system expands.

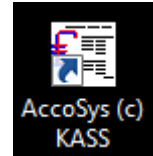
## 1.2 Using ACCOSYS with Microsoft Windows

It is necessary for all users of ACCOSYS to have a basic familiarity with Microsoft Windows in order to use ACCOSYS effectively. This section contains some basic information about the Microsoft Windows interface: all users are advised to ensure that they have such basic knowledge and skill before attempting to use ACCOSYS ACCOUNTS.

### 1.2.1 The ACCOSYS Group Window

You can gain access to all ACCOSYS functions via the ACCOSYS Desktop Window shortcut created during installation of the single user version. The multi-user version creates this Window using the ACCONNECT.VBS script which is issued on the Distribution Disc.

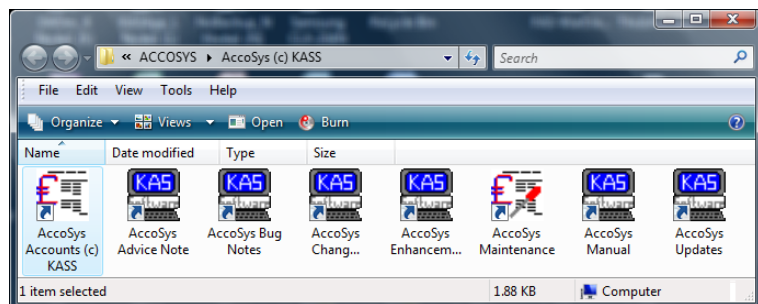
To create the ACCOSYS Group Window (if not present) study your ACCOSYS Installation and Release Note, which contains the required instructions.



The ACCOSYS Desktop Window contains icons as follows (depending on the View selected):

#### ACCOSYS ACCOUNTS

This is the main program icon. It allows you to open ACCOSYS ACCOUNTS for use. Double-click on the Icon to logon to ACCOSYS via a Microsoft Access login dialogue.



#### Maintain ACCOSYS

This icon allows you to maintain the ACCOSYS ACCOUNTS. You can make a backup copy of the main application and data database files of ACCOSYS, and you can also compact the files so as to make optimum use of the space on your hard disc, and to help ACCOSYS run at the highest speed achievable on your system.

#### ACCOSYS Manual

This icon gives access to the online ACCOSYS Manual, in Microsoft rich text format. Use Wordpad to read and print this manual. If Wordpad presents a conversion option list, select "rich text format".

#### ACCOSYS Enhancements

This icon gives access to a file containing any details of any changes made to the structure, function, or design of the ACCOSYS application made in each release and possibly not described in this manual.

#### ACCOSYS Advice

This icon gives access to a file containing some help and advice on using ACCOSYS and on general ACCOSYS and Microsoft Access issues.

#### ACCOSYS Bugs

This icon gives access to a file containing any details of any known bugs or infelicities in the ACCOSYS application software.

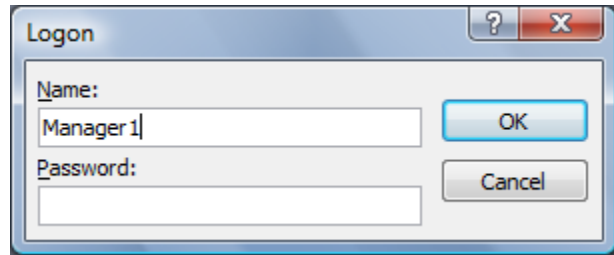
#### ACCOSYS Changes

This icon gives access to a file containing details of any changes to the ACCOSYS database structure. It is for information only.

### 1.2.2 Logging on and Starting ACCOSYS

**Warning** As ACCOSYS is a secure database, login requires a valid username and password.

When you double-click on the ACCOSYS ACCOUNTS icon, ACCOSYS will start. You will be presented with a Login Dialogue. Starting ACCOSYS automatically links you with the Microsoft Access Workgroup file in "C: or J: \ACCOSYS\ACCO\_WKG.MDW" before running ACCOSYS.



When you close down ACCOSYS, you rejoin your Access standard workgroup automatically.

Enter your Username into the Username edit box, and tap [Tab].

Enter your Password into the Password edit box and click on the OK button, or tap [Return].

**Note** if you tap [Return] at the Username edit box, you will not have entered your password and will be given an "invalid Username or Password" error.

**Note** you will be warned if another user has already logged in using your username.

**Note** if you did not log off properly at the last use, your login may persist and your Manager User will have to cancel your previous login for you.

ACCOSYS has three users set up:

- Manager1 (initial password: Manager1), can change codes and data
- Operator1 (initial password: Operator1), can change most data but not codes
- Viewer1 (initial password: Viewer1), can see most data, but not change it.

The passwords for these users can be changed (and should be) as soon as the system is operational, from the Password button option on the ACCOSYS Maintenance screen.

The Manager1 user can also delete most data if entry errors have been made by operators, and can also disconnect users where a login has persisted after a power failure or system crash.

None of these users is able to make any changes to the design, code or infrastructure of ACCOSYS. This is for support, licensing, security, data integrity and copyright reasons.

Once ACCOSYS has started you will be presented with the ACCOSYS Startup and Main Options screen, from which all user options are accessible.

### 1.2.3 Stopping/Logging Off

Each ACCOSYS main screen has a "Close" button. Clicking on these eventually returns you to the ACCOSYS Startup screen. This screen has a button labelled "Finish", which will display a dialogue which will close the ACCOSYS application down, and Microsoft Access if required.

If you have closed down the ACCOSYS application, but not Microsoft Access, you can restart ACCOSYS by clicking on the "Macros" tab of the Access window, and double-clicking on the "Autoexec" macro which will be visible in the macros pane.

## 1.3 Types of User Interface Objects in ACCOSYS

User Interface Objects in Microsoft Windows are the means whereby you communicate with the application to deliver commands, and enter, amend and select data.

In Windows terminology, the "active" object, which will be within the current window (identified by its title bar being blue in standard colours) is said to have the "input focus" and will be highlighted in some way to indicate that fact.

Some objects may not be relevant to the current context of actions: they may be "greyed out" and will not respond if you attempt to select them.

A short summary of the types of object you encounter in ACCOSYS, and how each may be used, follows. Identify each as they appear, to help you use the system confidently.

#### Group Window

An object on the desktop containing a set of icons (picture images) which can start up a Windows program or load a document into a suitable application. The ACCOSYS group window contains icons to start ACCOSYS, and to load up the documentation files into an editor or word processor for reading.

#### Application Window

This is the main window of an application, containing the main controls and interface for the application. Most application windows have a Title Bar, an Icon Tool Bar and a Menu Bar, which enables you to choose the functions you require. Some (including the ACCOSYS application) also have a Status Bar along the bottom edge of their window, in which helpful messages can be displayed. Observe the contents of the status window regularly, as it will help you to use the system.

#### Dialogue Window

A window, usually within the application window, which opens to allow specific data to be seen, edited or otherwise managed.

#### Data Forms

The Form is the principal object in user interface design for the entry of user data. It contains numerous Windows objects, such as edit boxes, listboxes, radio buttons and others, so that you may either type data in, or make selections from previously defined data, about your records.

#### Subform

An area on a main form for entering information which usually relates to a main record on the main form. For example, the addresses subform permits entry of addresses belonging to the organisation currently shown on the organisation detail main form.

#### Popup Window

A small window, often used to display a message (e.g. an Alert Box for errors) or other limited information. Usually, popup windows prevent further action in the application until they are closed. Most popup windows stay "on top" of the desktop, and are the uppermost object of the application until closed. In ACCOSYS, popups are used for errors, warnings, and for the display of short-term information, such as help.

#### Menu

A list of preset action options which can be pulled down from a menu title, usually on a menu bar beneath the title bar of an application window. Some menu options have further sub-menus beneath them.

#### Popup Menu

A menu which can appear anywhere on the screen under certain circumstances. For example, in ACCOSYS, when you click on a Data List column heading with the right mouse button, a popup menu appears with the "Find" option on it.

#### Action Button



A control button which performs an action when clicked on. Most such buttons are labelled with the action they cause. You click once only on an action button.

Most action buttons will display a message indicating the action context on the status bar if you put the mouse cursor onto the action button, hold down the left mouse button, and then move the mouse cursor away from the action button before releasing the mouse button.

**Note** before clicking on the "Next" and "Previous" record (denoted by arrowheads) provided for record navigation in many ACCOSYS forms, ensure that the cursor is sitting in a field of the appropriate form or subform. For example, you cannot move to the next organisation detail record if the cursor is in the address subform: place it in a field of the organisation detail form first.



### Radio Button



A radio button is one of several in a group, usually small and round. When selected, a radio button causes a particular choice to be brought into effect, and all other choices on the same group are negated. Thus only one choice in the group is valid at any one time.

Radio buttons act like a push button radio tuner - only one station can be received (ie selected) at a time.

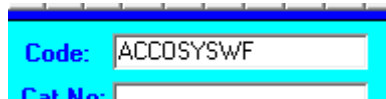
### Cross/Tick/Check Box



Cross or tick boxes (check boxes in the USA) also are arranged in groups, but in this case the selections are not mutually exclusive. It may be possible to select several options at once. Most cross/tick boxes show a cross (x) or a tick (✓ - referred to in

American parlance as a "Check") when that option is selected. Click once on a cross/tick box to select it, and click once again to deselect it.

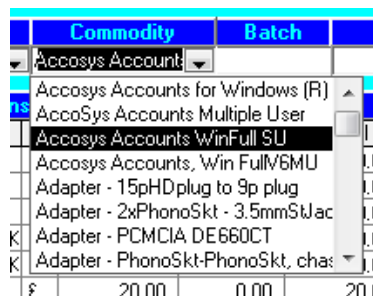
### Edit Box



An edit box is a part of a window allocated for you to type your data into. For example, the "Code" box in the Organisation Detail dialogue is an edit box. Data can be displayed and edited.

Most edit boxes will display a message indicating the data context on the status bar if you put the cursor into the edit box by clicking once in it with the left mouse button.

### Listbox/Combobox

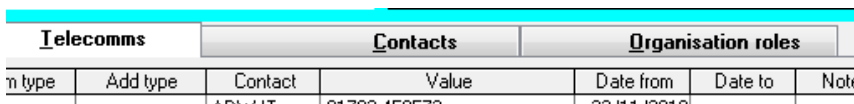


Listboxes and Comboboxes enable you to make a choice from a preset or user defined list of data items. Comboboxes feature a dropdown arrow to show the options. A simple example is the list of titles for contact persons recorded in the organisations database, such as Mr, Ms, Mrs, et cetera. In ACCOSYS most of the contents of such comboboxes are user-defined in the Miscellaneous Codes Options screen.

If there are more records than can be shown in its length a there will be a vertical scroll bar down the right side. The scroll button indicates how far down the list the current record is, and can be moved with the left mouse button. There are also up and down arrows provided for coarse and fine navigation through the list.

To use a combobox either begin typing the option you require, and Windows will fill in the option from the list best matching what you type, as you go, or click once on the down arrow on the right of the listbox, and scroll to the item required.

### Tabbed Subforms



Some forms contain a series of subforms accessed by clicking on "tabs" that mimic the tabs on some

card filing systems. An example is the organisation detail form, in which the telecommunications addresses, contacts and roles appear beneath tabs. Click on the tab to display the data, or tap [Alt]+X where "X" is the underlined letter on the tab.

### Data List View

ACCOSYS uses a Data List View to display one record per line, to help you to navigate through a large number of records. A good example is the Organisations List, which is in data list format. In general, ACCOSYS does not permit you to edit data in this format, except for Miscellaneous Codes, and User Options. To edit a record from a data list, double-click on the record's leftmost field (usually the code) in the data view, or click once on the "Detail" button.

### Data Forms

The Form is the principal object in user interface design for the entry of user data. It contains numerous Windows objects, such as edit boxes, comboboxes, radio buttons and others, so that you may either type data in, or make selections from previously defined data.

## 1.4 Navigating in ACCOSYS

You navigate in ACCOSYS using standard Microsoft Windows methods and techniques. The main methods and keys to be used are listed below.

### Moving through Text

Use the Left and Right arrow (cursor) keys to move through text you are typing, one character at a time.

Use the [Home] and [End] keys to move to the beginning or end of the current line.

### Selecting Text

Position the cursor at the start of the desired selection, click and hold the mouse left button and drag the mouse cursor to the end of the desired selection.

To select a single word, double-click the left mouse button over it.

### Deleting Text

Tap [Del] to delete the character at the cursor, and [Backspace] to delete the character to the left of the cursor.

Tap [Del] to delete any selected (highlighted) text.

Overwrite any selected (highlighted) text with new text by simply typing after selecting the desired text.

**Note** Records in List Views may be deleted (where permitted) by highlighting the whole row (click in the left margin of the row) and tapping the [Del] key.

**Note** Records in Detail Views may be deleted using the action button labelled "Delete" where provided. Where there is no such action button provided, deletion is made deliberately less accessible, as it is usually inappropriate. If you are certain that you wish to delete such a record, use the menu options File->Select Record followed immediately by the menu options File->Delete Record.

### Moving between Edit Boxes

Move between edit boxes and other user interface objects by tapping the [Tab] key to move forward, and [Shift]+[Tab] together to move backward.

### Moving and Selecting in a Listbox

Most listboxes will display the best match to text which you type into the listbox, as you type, when the item you want is displayed, tap [Return] to select it..

Use the Up and Down arrow (cursor) keys to move between the lines of listbox selection options, or click the mouse.

Use the [PgUp] and [PgDn] keys to accelerate the move through as many records as are displayed at once (typically 8).

Use [Ctrl]+[PgUp] and [Ctrl]+[PgDn] to move to the start or end of the listbox contents.

Select a listbox option by single-clicking on it, or by tapping [Return] if highlighted.

Use the left mouse button on the vertical scroll bar of a long listbox to move either smoothly by pressing the mouse cursor on the up or down arrow of the scroll bar, or by clicking at either end of the scroll button to move through as many records as are displayed at once (typically 8).

### Using Action Buttons

An action button is activated by clicking on it once (only) with the left mouse button.

Typical ACCOSYS buttons: (left to right – Find record;

Delete record; New record; Previous; Next)



### Using Radio and Tick Buttons

A radio button is selected by single clicking on it. Any previously selected radio button in the group will be deselected.

**Note** some tick boxes may require double-clicking.

## Saving Records

Use a "Save Record Key", [Ctrl]+S, or [Shift]+[Return] to save a record immediately. For example it may be necessary to save the current record in some cases before entering a sub-form from the main form to avoid the message "Referential Integrity Error ... No corresponding record found ..." when adding commodity supplier prices.

## Refreshing Listboxes and List Views

Use the "Requery Key", [F9] to refresh a listbox or data list view if you do not see immediately changes to the data which you know you have made and have saved.

**Note** if you make changes to data in ACCOSYS and move to the next record, or if you then close the screen, such changes will normally be saved automatically.

If you wish to undo any changes before you save them, tap [Esc] and the original values will be restored. Once saved, however, changes cannot be restored in this way - you will have to retype the original values in if you wish to undo saved changes.

## 1.5 The ACCOSYS Main Options Screen

Once ACCOSYS is started, the Main Startup screen [Main Options] is displayed. From this screen, all functions and user data can be accessed.

The main options are:

### Transactions

Click on this button to deal with Transaction data, either to view it, amend existing transaction data, or to create new records.

Managing transaction records in ACCOSYS is described in chapter six.

### Codes

Click on this button to maintain your user-defined codes and reference values. Codes are used to record the attributes of your data items, such as organisations. Until a code for a specific attribute has been defined (such as an address type) no item can be given an attribute of that type. New codes can be added at any time. Reference values store currency conversion rates in "exchange rate sets" and international VAT rates.

**Warning** take care when deleting or amending codes, as records which have used those attributes will lose them.

Managing user defined codes and reference values is described in chapter two.

### Cost Centres and Departments

Click on this button to maintain your Cost Centres and Department records.

Cost Centres are the highest level of division of your accounts. There is support for cost centre-based selection of most reports and accounts in ACCOSYS.

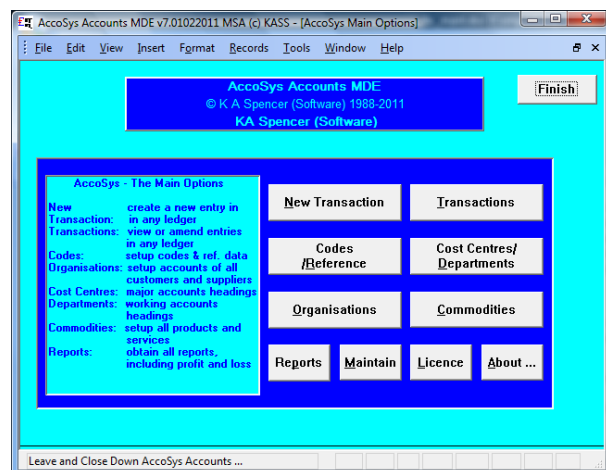
Departments are your accounting headings and categories.

Managing user defined cost centres and departments is described in chapter three.

### Organisations

Click on this button to maintain your organisations records. These are your customers, clients, and suppliers and other organisations with which you might deal, such as the Inland Revenue or Contributions Agency.

Managing user defined organisations is described in chapter four.



## Commodities

Click on this button to maintain your Commodity records. These are products and services which you buy, sell and use in your business.

Managing user defined codes and reference values is described in chapter five.

## Reports

Click on this button to obtain reports in printed form.

Some reports use parameters to determine which data details are reported, and to set conditions which records must meet to be contained within the report.

Using the reports options is described in chapter seven.

## Maintain ACCOSYS

This button displays a screen from which advice on the Backup/Copy and Database Compacting facilities provided in the Maintain ACCOSYS application, accessible from the ACCOSYS Group Window.

## Licence

This button displays a popup window showing the main features of your user licence for ACCOSYS.

**About** This button displays a popup window bearing a notice about the ACCOSYS application. Clicking on the central area of this window displays some information about the owners of the ACCOSYS application design, code and structure copyright: K A Spencer (Software).

## 1.6 Date Format Compliance

ACCOSYS ACCOUNTS is internally compliant with the British Standards Institute Year 2000 Conformity requirements. To meet this requirement all dates are entered, stored, internally processed and displayed with a four-digit year.

## 1.7 A Note about Microsoft Access versions

There have been a great many versions of Microsoft Access since its release as version 1.0 in 1992. The version of the ACCOSYS ACCOUNTS database supplied is compatible with Access version 2003 onwards. We advise that you apply at least Microsoft Office 2003 Service Pack 1 (SP1).

However, you may like to consider the following:

We recommend Microsoft Access version 2003 for ACCOSYS ACCOUNTS.

ACCOSYS will run under Access version 2007 and 2010, but you will need to read the Advice document provided in the ACCOSYS Desktop Window so that you can remove the Access Ribbon and Navigation Bar from view, because they take up valuable space in the Access Application window.

You may also wish to refer to the same document to modify the Trusted Locations in Access 2007 and 2010 if you have the multiple user version of ACCOSYS ACCOUNTS.

Access versions 2007 and 2010 also suffer from one or two small idiosyncratic changes from all of the previous versions, and these may require your attention in use. They are mentioned in the Advice document. One point to note in particular is the fact that these versions of Access always seem to send the focus back to the top line of a subform whenever one of the subforms lines is edited, or a new line created.

## **2. USER DEFINED CODES, REFERENCE VALUES, OPTIONS AND MAINTENANCE**

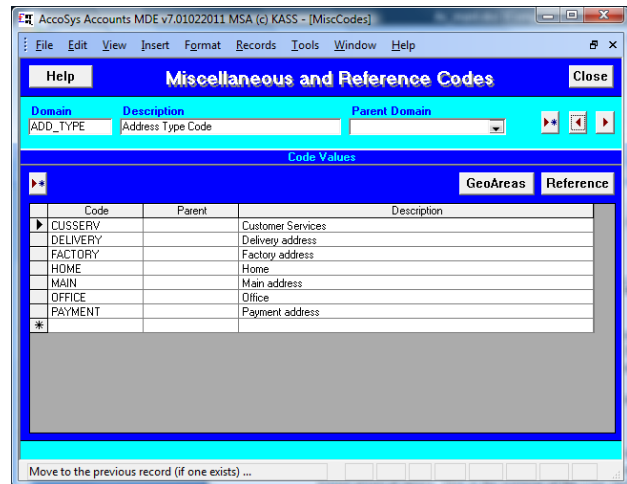
Login to ACCOSYS as the Manager1 user, and at the Main Options screen for ACCOSYS. Click on the "Codes" button to display the "Miscellaneous and Reference Codes " screens (2.1, 2.2). Click on the "Maintain" button to display the "Maintenance" screen (sections 2.3 - 2.5 below). **Note:** You do not usually need to change or add to these settings to start using ACCOSYS.

The button labelled "Help" will display a useful description of how to use the screens.

### **2.1 Codes, Domains and Parents**

ACCO SYS is designed to hold your information flexibly, to reduce the amount of typing you must do in entering the data, and to ensure minimal user error and data inconsistency due to typing errors et cetera. This is the purpose of the User Defined Codes, which define the behaviour of ACCOSYS, and set the contents of the listboxes from which you select data items.

In general, you should not delete any of the codes already defined. You may alter their descriptions if you must. And you may add codes to many of the domains, as appropriate.



#### **2.1.1 Domains of Codes**

The upper part of this screen contains details of the "Domains" or types of code groupings. Many of the code domains directly relate to the listboxes which they feed. For example, the domain "Address Types" feeds the Address Type listboxes used in various parts of ACCOSYS. In general you do not need to make any amendments to data in the upper part of the screen.

Move through the various code domains using the next and previous record buttons marked with the black left and right arrows.

**Warning** Do not delete any domains of codes provided in ACCOSYS. If you do you may lose details of items where the details are recorded against the code values of the domains.

#### **2.1.2 Values of Codes**

Each domain is associated with a list of "Code Values". For example, the domain of "Address Type" has several entries, such as "MAIN" (Main address) and "HOME" (Home address).

To add a new code value to a domain, ensure that the appropriate domain is selected and displayed. Then click once on the button labelled "New" below "Code Value". Alternatively, scroll to the end of the list, where the final row is marked with an asterisk (\*) and add the new record directly.

You can add as many code values as you wish to the existing domains. Whenever new code values are added, they automatically become visible in the listboxes appropriate to their domains. So new address types will always be listed where address data fields appears on a form. To avoid confusion, never allow two code values with the same essential meaning to be used in the same domain - each must be quite unique, clear and unambiguous.

**Warning** Do not delete any code values in ACCOSYS without careful thought, especially those you have used, or you may lose details of data items using the code value deleted.

### 2.1.3 Code Parents

Parents are "parent attribute codes" and are available for code values when a parent domain has been selected for the code domain. They allow code values to be associated with other domains apart from the one of which they are a part. For example, although all currencies are in the domain of currencies, they also belong to a parent currency zone.

## 2.2 Reference Values

To enter, amend and view reference data, click on the button labelled "Reference" on the ACCOSYS Miscellaneous and Reference Codes screen. Move through the various reference data domains using the next and previous record buttons marked with the black left and right arrows. The main reference data values held are International VAT Rates and Currency Exchange Rates.

Code	Parent	Value	Date from	Date to	Description
\$\$	Usdollar	1	18/10/1998		
\$£	Sterling	1.7018	18/10/1998		Euro sterling rate
\$€	Euro	2.3941	18/10/1998		Euro dollar rate
\$BFR	Belgian franc	33.36	18/10/1998		
\$DG	Deutschgelder	1.8253	18/10/1998		
\$DM	Deutschmark	1.6175	18/10/1998		
\$FFR	French franc	5.4261	18/10/1998		
\$SFR	Swiss franc	1.3134	18/10/1998		
*			24/02/2011		

### 2.2.1 VAT Rates

A country may have several values for its Value Added Tax (VAT) rates, and any of these may change over time. The fields are:

Code: Enter a unique textual or numeric code for the VAT rate. (e.g. VAT5).

**Do not duplicate these codes.**

Parent: Select a country for which to define a VAT rate.

Value: Enter a value for the VAT rate. **VAT rates are always percentage values.**

As long as each code is unique, a country may have multiple VAT rates.

Date From; Date To:

Type these in as "dd/mm/yyyy". Enter Date To only when the record ceases to be current. The formatting is imposed, with no need to type the forward strokes "/".

### 2.2.2 Exchange Rate Sets

An exchange rate set is a group of currencies that are related to one currency by an exchange rate. You can have as many exchange rate sets as you wish, and can operate the system using any currency as your base currency. Exchange rate sets have a unique code and a description, and a parent domain of "Currencies", from which one currency is selected for the set, as your base (the parent value). Each value in the exchange rate set has the fields:

Code: Enter a unique textual or numeric code for the rate. (e.g. \$£ which implies dollar:sterling ratio).

**Do not duplicate these codes.**

Parent: Select a currency for which to define an exchange rate.

Value: Enter a value for the rate.

Date From; Date To:

As for VAT rates in section 2.1.1 above.

**Note** the current exchange rate set is determined using the options Maintain->Constants from the Main Options screen. Type the Code of the required exchange rate set into the Value field of the Exchange Rate Set entry in the Data Constants subform.

### 2.2.3 Geographical Areas

Towns, cities, counties and countries are frequently used in ACCOSYS ACCOUNTS. Therefore they are held as predefined entries in a Geographical Areas table. If you enter a town or city that does not already exist in the database you will be warned and invited to add it if required. Simply tapping [Return] twice at that point will create the new geographical area. Geographical Areas are structured with parents, so that the parent of a Town or City is its County. If you select a county in an address

with a town which has no currently assigned county, you will be invited to link the town permanently with that county, and when the town is selected again, the county will be entered for you. You may however, over-ride the assigned county where two towns of the same name exist in different counties. Geographical Areas are grouped into Domains which have a unique Domain code, Description, and a Parent Type. On installation, the top level of Geographical Area Domain in SALESYS is the CONTINENT, (with no Parent Type) containing values for the continents. Moving to the COUNTRY Domain, observe that it has a Parent Type of CONTINENT.

Each value in the Geographical Area Domain has the fields:

Geog Area:

Enter a unique name. ***Do not duplicate these values.***

Parent: Select a Parent for the Area which will be of the Type for the Domain.

Note that the convention is that TOWNS and CITIES are written out in UPPER CASE, whilst other values are written with Initial Capitals. These formats are enforced for all values stored from the Address subforms.

**Note** In view of the trend of supranational groupings for taxation and currency policy, the Geographical Area Domain of COUNTRY is not used for International VAT Rate and Currency definitions in ACCOSYS. Instead, the Miscellaneous Code Domain of "Currency zone" is used.

## 2.3 Maintain User Options

User defined options are set by clicking on the "Maintain" button on the Main Options screen, and then on the "Options" button.

Each user option has a Code, and a Description to explain its effect and significance.

The Value of the option can be set to Yes, or No by double-clicking on the Value field.

Options with the Value=Yes will cause the option to be enabled (i.e. active). Options with values set to No are disabled (i.e. inactive).

The principal User Options in ACCOSYS are:

Code	Option Description	Value
BATCODAUT	Generate Batch Code automatically	Yes
BATCOMSGL	Commodity Batches are always singles	Yes
BATDELDES	View/Edit Batches on Delivery and Despatch only	No
BATREFAUT	Generate Batch Reference automatically	No
BATSALVAT	Add VAT to Batch Sales report	No
BLNKTRALST	Permit blank criteria in transactions list	Yes
COPTRANEW	Copy most recent detail to new transaction	No
DUPPAYMENT	Permit additional payment against Paid Invoice	No
SALDOCLHD	Sales documents use pre-printed letterheads	Yes
STCKCHK	Warn if stock level falls below minimum following	No
UPDPURCST	Update of commodity purchase price via invoice	Yes
USECOMDESC	Use Commodity Description, not Batch, on Label	Yes
VATACC	VAT accounting is by Invoice Date (not Cash)	No

Set BATCODAUT to Yes to generate a Commodity Batch code as a sequenced number whenever a new batch is created. Otherwise you must enter a batch code manually.

Set BATCOMSGL to Yes if each Commodity Batch should contain one item only of each commodity - e.g. you sell radios and wish to track each through purchase and sale using its serial number. If your products are tracked in true batches of more than a single item - e.g. you sell chocolate bars batched into consignments of 500, set this option to No.

Set BATDELDES to Yes to set Batches only in Purchase Deliveries and Sales Despatches.



Set BATREFAUT to Yes if you wish ACCOSYS to generate a Commodity Batch reference as a sequenced number, whenever a new batch is created. Otherwise you must enter a batch reference manually.

Set BATSALVAT to Yes to include VAT in the Batch Sales report.

Set COPTRANEW to Yes to copy the most recent recent new header details to a new transaction header.

Set DUPPAYMENT to Yes if you wish to permit more than one payment to an invoice. A warning will be issues in any case – it can overridden when this option is set to Yes.

Set SALDOCLHD to Yes if you wish to use pre-printed letterheads for Sales Invoices and Sales Receipts.

Set STCKCHK to Yes to receive warnings about insufficient stock to meet an order.

Set UPDPURCST to Yes to allow update of Purchase Prices via Purchase Invoices.

Set USECOMDESC to Yes to use the Commodity (not the Batch) description on the Batch Label.

Set VATACC to Yes if you wish to use VAT Invoice dates for VAT accounts. If you wish to use Cash accounting for VAT set the option to No.

## 2.4 Maintain Data Constants

User defined constants are set by clicking on the "Maintain" button on the Main Options screen, and then on the "Constants" button. Application and Data Constants are shown on the screen: Application Constants are not adjustable by users and should not be tampered with.

Each Data Constant has a Code, and a Description to explain its effect and significance, and a Value, which determines its effect on the behaviour of ACCOSYS.

The principal Data Constants in ACCOSYS are:

Code	Value	Description
AutNFEv	SINV	Auto Successor to Non Financial Event
AutPurInv	PPAY	Auto Successor to Purchase Invoice
AutPurOrd	PINV	Auto Successor to Purchase Order
AutPurPay	PDELI	Auto Successor to Purchase Payment
AutPurQuo	PORD	Auto Successor to Purchase Quotation
AutSallnv	SPAY	Auto Successor to Sales Invoice
AutSalOrd	SINV	Auto Successor to Sales Order
AutSalPay	SDESP	Auto Successor to Sales Payment
AutSalQuo	SORD	Auto Successor to Sales Quotation
Country	UK	Country Code: VAT/omit from address labels etc
DefAddT	MAIN	Default address type for first address
DefCCen	CEN001	Default Cost Centre
DefComLab	2	Default commodity labels to print per item
DefExRCode	££	Default currency code in use in Exchange Rates Set
DefPDelSta	DELIVERED	Default Purchase Delivery Status
DefPInvSta	FULINVCD	Default Purchase Invoice Status
DefPOrdSta	FULORD	Default Purchase Order Status
DefPPaySta	FULPAID	Default Purchase Payment Status
DefPRetSta	DELIVERED	Default Purchase Return Status
DefSDesSta	DESPATCHED	Default Sales Despatch Status
DefSInvSta	FULINVCD	Default Sales Invoice Status
DefSOrdSta	FULORD	Default Sales Order Status
DefSPaySta	FULPAID	Default Sales Payment Status
DefTLstLed	NONE	Default Transactions List Ledger Type
DefTLstTyp	NONE	Default Transactions List Transaction Type
ExchRSet	£EXC_RATES	Exchange Rate Set (Ref Values domain) to use
PurUpdStck	PINV	Purchase transaction which updates stock
SalUpdStck	SINV	Sales transaction which updates stock



Set AutNFEv - AutSalQuo to the desired Automatic Successor Transaction Type.  
 Set Country to the code of the country of your location to determine default VAT rates.  
 Set DefAddT to the address type to be used as your default. As we advise that every organisation has an address type Main, this is the preferred value.  
 Set DefCCen to the code of the default Cost Centre for all transactions.  
 Set DefPDelSta - DefSPaySta to the preferred default status for each transaction type.  
 Set DefExRCode to the code of your currency in the default Exchange Rate Set.  
 Set ExchRSet to the code of the default Exchange Rate Set.  
 Set PurUpdStck to the code of the Purchase Transaction Type which updates stock values.  
 Set SalUpdStck to the code of the Sales Transaction Type which updates stock values.

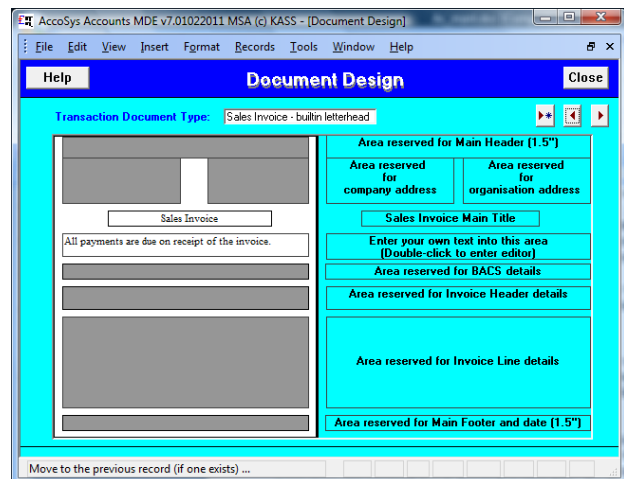
## 2.5 Maintain Document Design

Some documents produced by ACCOSYS ACCOUNTS can be user-configured so that appropriate text can be displayed on the printed document. Default text is provided which will meet most business requirements, so ensure that you print the document with the default text unchanged for your records, in case you wish to return to the default in the future.

Click on Maintenance -> DocDesign to see the Document Design form. Use the arrow buttons to select a user-defineable report. Double-click on an editable area to change the text.

**Note:** in the text editor tap [Ctrl]+[Return] to enter a new paragraph or blank line.

Some reports have a selectable option to determine for example, whether prices are printed on a Delivery Note, or whether your BACS details appear on an Invoice produced on a pre-printed letterhead.



(Continued over)

## 2.6 Maintain Passwords And Users

Click on Maintenance -> Password or Maintain -> Users for the Password or User List forms.

### 2.6.1 Maintain Passwords

To change your ACCOSYS ACCOUNTS password, enter your current password exactly and then enter the new password (twice for confirmation). Click on the button labelled “Commit” to make the change, and then close the Password dialogue.

**Note** do not use a blank password for ACCOSYS ACCOUNTS.

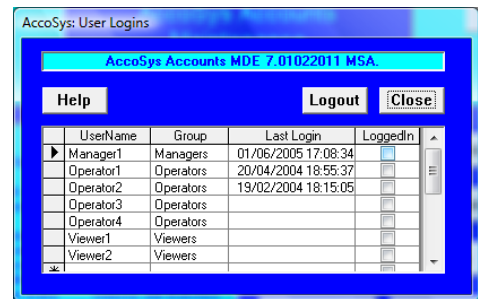
### 2.6.2 Maintain Users and Logins

The User Logins dialogue shows each user’s login status including the last date and time, and whether a login is currently present for that user.

The Manager User may also perform user management tasks:

**See current Logins:** according to whether the Login box is ticked

**Force a User Logout:** highlight the username, and click on the button labelled “Logout”.



The Manager user cannot be forcibly logged out. Any user forcibly logged out will lose their connection when their current action is completed.

The Manager User may force a logout if a login has persisted due to an abnormal closure – in this case the user will be prevented from logging in until their previous login is cleared.

**Note** if the Manager User suffers a persistent login following an abnormal closure, a warning will be displayed and the Manager User will be allowed to clear the previous login and complete the new login. However, any other user logged in as the Manager User will lose the connection when their current action is complete.

**Abnormal Closures** of ACCOSYS which may cause a persistent login include:

- Power failure shuts down your PC when you are using ACCOSYS
- A Windows system crash stops your PC whilst you are using ACCOSYS
- MS Access crashes whilst you are using ACCOSYS
- Closure using the Title Bar Close Button (x) rather than the ACCOSYS Finish button.

(Continued over)

### **3. COST CENTRES AND ACCOUNTING DEPARTMENTS**

To enter, amend and view Cost Centres and Departments, click on the button labelled "Cost Centres/Departments" on the Main Options screen.

The screen is divided into two regions. The upper region contains Cost Centres, whilst the lower region holds Departments. Each region contains a set of action buttons:

The "Help" button provides a short comment on the use of each region of the screen.

The "Find" button explains how to locate a specific record by any of the fields shown on the regions of the screen.

The Next and Previous Arrowhead buttons enable navigation through each set of records.

Use the navigation buttons to create new Costs Centres or Departments, and to navigate up and down the list.



Delete records by highlighting the selected item (click once in the far left margin of the list) and tapping the [Del] key.

#### **3.1 Cost Centres**

A Cost Centre is a divisional level of your business at which you may wish to report profits and losses. Many reports in ACCOSYS allow the division of the data by cost centre.

You cannot enter any cost centres properly until you have set up your own company as an organisation, with the organisation role of "User". Always setup a cost centre with your company name, and set it as default in the Data Constants list.

Cost Centres are displayed only as a Data List view which shows each record on a one-row-per-record basis. The fields available are:

Code A unique code, in UPPER CASE letters.

Name A name for the Cost Centre.

User Organisation

The parent company of the Cost Centre, selected from the pull down listbox.

**Note** Cost Centres are company specific. Therefore if the current company is changed, new cost centres will need to be created and assigned to the new parent company.

#### **3.2 Departments**

A Department in ACCOSYS is an accounting sub-heading. Departments are used to calculate your accounts and to lay out the information in your Profit and Loss report according to a standard layout: Sales and Income, Purchases and Expenditure, and Costs and Expenses. Each department must be assigned an appropriate category under one of these accounting headings.

Commodities are assigned to departments, according to whether you mainly buy or sell a it, or whether it constitutes a cost, expense or is an asset. The commodity department may be altered from the default in a transaction line, to allow you to sell a commodity which normally may be assigned to another department, such as a purchase.

Departments are displayed only as a Data List view showing each on a one-row-per-record basis.

As it is useful to see the activity in each department, edit boxes are provided for a Date from and Date to. A list box for selecting activity by currency is also provided.

### 3.2.1 Fields available in the data list display

**Code** A unique code, in UPPER CASE letters.

**Name** A name for the Department.

**Category** Select a category for the department from the listbox.

Add any Department Categories only not present in the list using the "Codes" option described in chapter three above. Enter Categories into the domain "DEP\_CATS". Give asset categories a prefix "ASST\_" and an AttCode beginning with "A". In general other categories will not require additions.

**VAT %** Select a VAT % for the department (non Assets only) from the listbox.

**Note** A VAT rate set in the Supplier Prices and Selling Prices list for a commodity will take precedence over the rate for the department.

Add any new VAT rates not present in the list using the "Codes" option described in chapter three above. Enter VAT rates into Reference Data using the domain "VAT\_RATES". Enter a unique code for the new rate, and select a country from the Parent listbox. Put the rate % into the Value field. Enter a description for the new VAT rate. The date fields can be used to maintain a historical VAT rate record.

**Warning** Do not change a VAT % rate once it has been used. If a new VAT rate comes into existence create it as a new record.

**Depn %** Select a Depreciation % for Asset departments (only) from the listbox.

**Note** Any depreciation rate set for a commodity will take precedence over the rate for the asset department, in the Balance Sheet.

Add any new depreciation rates not present in the list using the "Codes" option described in chapter three above. Enter depreciation rates into the domain "DPR\_CODE", and put the rate % into the Code field. Enter an AttCode as "Rn" where "n" is the list order 0-9. Enter a suitable description for the new depreciation rate.

**Note** Most depreciation rates must be as agreed by taxation authorities.

**PL** Tick this box if you wish this department to be reported individually in your Profit and Loss report. If unticked, this department will be aggregated with other unticked departments in the Profit and Loss report.

**Curr** This column shows the selected currency. If this department has activity in any other currency, it may be selected from the list.

**Turnover**

This column shows the calculated turnover in the department between the dates and the currency selected.

## 4. ORGANISATIONS

To enter, amend and view Organisations, click on the button labelled "Organisations" on the Main Options screen.

An Organisation in ACCOSYS is any identifiable entity with which you do business. You can have as many organisations as you wish. Organisations are distinguished by "Organisation Roles", and may also have a list of Postal Addresses, Contacts and Telecom Addresses.

There are two kinds of display for organisations: List View, on which the screen first opens, and Detail View, which is the means whereby organisations are created and amended.

There are several action buttons on the upper region of the organisations screen -

"Help": displays a brief help message

►\* : changes the display to detail view, and creates a new, blank organisation record

"Detail": displays a screen showing the details of an organisation record.

"Print": will send a summary list of your organisations either to your printer or as a print preview, according to which radio button is selected.

**Note** When the organisations list is printed in this way, *all* organisations are listed, regardless of the selection criteria parameters shown on the screen.

There are also four parameter listboxes on the upper region of the organisations screen -

"Sort On": determines the sort order for the list = Code or Name

"Role": permits the displayed records to be selected by their Organisation Role

"Address": shows the selected address type (and those without such an address)

"Telecom": shows the selected telecom type (and those without such a telecom).

To remove a parameter, highlight the content of the listbox and tap the [Del] key and [Return]. The records will be redisplayed with no parameter.

**Note** The Parameters do NOT operate on the detail screen. They act only on the list. All records will be shown on the detail screen when accessed via the "Detail" button.

There are also a full set of alphabetically labelled action buttons for rapid navigation to the first organisation with a code or name beginning with the letter shown, as well as right and left arrow buttons to move through adjacent records.

### 4.1 Organisation List View

List View shows each organisation record on a one-per-row basis. Records cannot be edited in this view, but they can be sorted, selected by role, and navigated to find any record of interest.

The list view record is a summary of the data contained in the organisation record, made up in the following way:

Organisation Name: the name of each organisation shown.

Address: Line 1 of the current address record of the organisation. (i.e. the address record of the currently selected type with no "Date To")

Town/City: the Town/City in the current selected address type

Telecom: the value of the current telecom record. (the type is indicated by the initial letter - T: telephone; F: facsimile; E: email; W: website etc)

Double-click on the Organisation Name field to view and edit that organisation record (only).

**Note** data cannot be edited in the List view.

## Navigation

You can use the two buttons labelled with the black arrows - next and previous record - to move through the records, one at a time.

You can use the alphabetically labelled buttons to move to the record of the first organisation whose code or name begins with the letter on the button selected.

You can also use the up and down arrow (cursor) keys to move one row at a time.

You can also use the [PgUp] and [PgDn] keys to move through the set of records.

## Searching for a Specific Organisation

Searchable fields are: Code; Organisation Name; Address; TownCity; Telecom.

To search for an organisation, put the cursor into the field which you wish to search.

Tap [Ctrl]+F to display the "Find" Dialogue.


In the "Find what" edit box type a part of text to identify the organisation you wish to find. This must relate to the field selected in order to be effective. Select appropriate choices from the "Search" and "Match" listboxes.

In general, do NOT select "All fields".

Click on the "Find first" or the "Find next" button. You may move the find dialogue to another part of the screen if it is covering important information.

**Note:** As TownCity is a coded field, if the full TownCity name is different from the code, the find may fail. Use up to the first 5 letters and an asterisk ("\*") to search.

## Creating a New Organisation Record

Click once on the  button to create a new organisation. If you do this from the "Detail" screen you must complete the required details of the current organisation first. To cancel any entry which you do not wish to complete, tap [Esc] before moving to another record or closing the screen.

## 4.2 Organisation Detail View

Click on the button labelled "Detail" or double-click on the Name field of an organisation in the list, to move to the detail view.

Click on the button labelled "Label" to open the label dialogue. Click on the "Print" button to label an A5/DL envelope, or on the "Copy" button, and tap [Ctrl]+C and then [Alt]+[Tab] to Word/Excel to paste an instant *ad-hoc* label into your document or spreadsheet.

### 4.2.1 Organisation Record Fields

**Name** Type this in as free text. Use an initial capital letter as minimum formatting.

#### Organisation Code

A code is generated automatically on entry of a name. Avoid editing the code after use, as you may cause records associated with the organisation to lose its links. Use UPPER case.

#### Account Code


Type this in as free text, format as you wish.

#### Balance Sheet

Put a tick in this box if you wish this organisation to be listed individually as a debtor/creditor on your Balance Sheet report.

#### Bulk Label

Put a tick in this tick box to generate a bulk label for this organisation. No bulk labels for an organisation can be generated unless at least one of its addresses and one of its contacts is ticked. Bulk labels are described in section 7.1 below.



Telecom type	Add type	Contact	Value	Date from	Date to	Note
Web address	Main address		http://www.kaspencer.com	01/01/2004		
Facsimile	Main address		0870 706 2590	01/11/2003		fax@kaspencer.com
Web address	Main address		www.kaspencersw.ndirect.co.uk	04/11/1999	01/01/2004	
Email	Main address		kas@kaspencer.com	28/10/1999		

#### Comment

Type this in as free text. To begin a new line or paragraph, use [Ctrl]+[Return]. To see more of the text in the field, double-click in the field for the extended editing window.

**Navigation Note** Put the cursor into the required organisation form or subform (i.e. detail, address, telecomms, contacts or roles) before using the Previous and Next and the alphabetical buttons for navigation through the Organisations. Otherwise you may navigate the wrong form!

#### 4.2.2 Organisation Addresses

Enter the organisation address only on completion of the main organisation record fields listed above. To create a new record, click on the button labelled ">\*" in the Address sub-form.

##### Address Type

Select an address type from the listbox.

Add new address types into the domain "ADD\_TYPE" using the "Codes" option described in chapter three above.

##### Bulk Label

Put a tick in this tick box to generate a bulk label for this address. No bulk labels for this organisation can be generated unless at least one address is ticked.

##### Date From, Date To

Type these in as "dd/mm/yyyy". Enter Date To only when the address ceases to be current. The formatting is imposed, with no need to type the forward strokes "/".

##### Line 1, Line 2

Type these in as free text. Format as you wish. An initial capital letter is recommended minimum formatting. Avoid entering commas (",") into addresses as they may cause your spreadsheet or database to misread any extracted address in a CSV file.

##### Town/City, County, Country

These items are all stored as Geographical Areas for re-use.

When you begin to type, the nearest match for your typing will appear.

If the desired item is found and displayed simply tap [Return] to confirm your option.

If the desired item does not currently exist, you will be asked to confirm that you wish to store it for future use. Click on the Yes button and then tap [Return] to store and display the new item.

##### Postcode

Enter in upper case, and with one space only between the postcode elements.

Organisations can have unlimited addresses in the system. However, a logical structure of having only one address of a given address type current at one time is enforced. Current addresses have no Date To entered.

#### 4.2.3 Organisation Telecom Records

Tapping [Alt]+T will move you to the first record on the "Telecommunications" tab.

Telecommunications addresses are highly flexible, and can include telephone, facsimile, email, web URL, pager, mobile telephone and any other address mechanism that may be invented in the future.

To enter a new record, move the final record on the subform: the next blank record is marked with an asterisk (\*) in the left margin. The fields are:

##### Telecomm Record Type

Select a telecommunication address type from the list box.

Add new telecommunication address types into the domain "ORG\_TELEC" using the "Codes" option described in chapter three above.

Address type

Optionally, you may link the telecom address with an address type from the list.

Contact

Optionally, you may link the telecom address with a contact selected from the list.

**Note:** Enter the contact details onto the contacts tab first.

Value Type in free text format, the value of the telecommunication address, in accordance with the recognised standards for the telecommunication address type. Examples are:

01225 123456 (a telephone number)

info@kaspencer.com (an email address)

http://www.kaspencer.com (a web uniform resource locator - URL)

**Note:** Double-clicking on the Value of a WebUrl or Email address will start your Web Browser or your Email client software to allow you to see a website or send an email.

Date From, Date To

Type these in as "dd/mm/yyyy". Enter Date To only when the telecomm address ceases to be current. The formatting is imposed with no need to type the forward strokes "/".

**Note** A free text area for any comment or note about the telecommunication address.

Organisations can have unlimited telecommunication records in the system. However, the logical structure of having only one telecommunication address of a given telecomm address type current at one time is enforced. Current telecomm addresses have no Date To entered. For example, if an organisation has two "MOBILE" telecommunication addresses, then a new telecommunication address type (e.g. "MOBILE2") must be created.

#### 4.2.4 Organisation Contact Records

Tapping [Alt]+C will move you to the first record on the "Contacts " tab.

Enter the organisation contact records only on completion of the main organisation record fields listed above. Click on the final record, marked by an asterisk ("\*") in the Organisation Contact sub-form to create a new contact record.

**Title** Select a Title type from the listbox.

Add any title types into the domain "TITLE" using the "Codes" option described in chapter three above.

**Surname**

Type in free text format, using at least an initial UPPER case letter.

**Forenames**

Type in free text format, using at least an initial UPPER case letters.

**Initials**

The standard format is UPPER case letters, with no intervening spaces or full stops.

**Role Code**

Select a Role from the listbox.

Add any role types into the domain "EMP\_ROLES" using the "Codes" option described in chapter three above.

**Bulk Label**

Put a tick in this tick box to generate a bulk label for this contact. No bulk labels for this organisation can be generated unless at least one contact is ticked.

**Date From, Date To**

Type these in as "dd/mm/yyyy". Enter Date To only when the contact name ceases to be current. The formatting is imposed, with no need to type the forward strokes "/".



Organisations can have unlimited contact records in the system. However, a logical structure of having only one contact name of a given role type current at one time is enforced. Current contacts have no Date To entered.

#### 4.2.5 Organisation Roles

Tapping [Alt]+O will move you to the first record on the "Organisation Roles" tab.

An organisation role is a relationship which you have with the organisation. An example is the Customer role.

Enter the Organisation Role records only on completion of the main organisation record fields listed above. Click on the final record, marked by an asterisk ("\*") in the Organisation Role sub-form to create a new role record.

##### Organisation Role

Select a Role from the listbox.

Add any role types into the domain "ORG\_ROLES" using the "Codes" option described in chapter three above.

**Note** Only one organisation (yours) may have the role "User": this is given to your own company entry in the organisations database.

##### Date From, Date To

Type these in as "dd/mm/yyyy". Enter Date To only when the role ceases to be current. The formatting is imposed, with no need to type the forward strokes "/".

Organisations can have unlimited role records in the system. However, a logical structure of having only one role of a given type current at one time is enforced. Current roles have no Date To entered.

### 4.3 Your Company as an Organisation

The installation of ACCOSYS ACCOUNTS includes an organisation named "Your Company Name". Edit this Organisation record for your company, amend the addresses and telecom records accordingly. Return to the Cost Centre screen to create or assign your cost centres.

Be sure to enter your **VAT** registration and **Bank** details so that invoices can be completed. If no VAT registration is entered, your sales invoices will have no VAT chargeable.

Transactions and Cost Centres are linked to the organisation with the current role of "User". Thus if your company changes at any time (e.g. if the VAT Registration status changes), you can create another organisation record for your company using a different code. In these circumstances, previous transactions and cost centres will only become accessible if the "User" role record of the old organisation code is made current again.

#### 4.3.1 Important points about creating Organisations

**Warning** An organisation must have a current organisation role, address and contact if its details are to appear on an address label, and on the Invoice/Order/Payment/etc transaction reports available by context on the Transaction Detail screen.

**Note** Organisations require appropriate roles before they will appear in the pull down lists on Sales ("Customer" role required) and Purchase ("Supplier" role required) ledger transactions.

We advise that every organisation has a Supplier or Customer role, in addition to any other roles that you may create.

## 5. COMMODITIES

To enter, amend and view Commodities, click on the button labelled "Commodities" on the Main Options screen.

A Commodity in ACCOSYS is any identifiable entity which you buy or sell, pay for (including NI contributions and taxation) or need to run your business. You can have as many commodities as you wish. Commodities may also have a list of Supplier Prices and Selling Prices.

If you choose, ACCOSYS can also perform stock control functions, by registering stock changes at a selected stage of the purchase and sales transaction sequences. Warnings can be issued if a current order cannot be serviced, or when stock is depleted.

ACCOSYS also has facilities for managing Commodity Batches. These enable individual, or groups, of items of a specific commodity to be tracked throughout their entire business cycle. Thus, a television set can be individually identified (e.g. by its serial number) and tracked through the purchase invoice, payment and delivery process and onto the sales order, invoice, payment and despatch. Likewise a batch of items can be collectively identified by a batch code (yours or your suppliers) and similarly tracked as a batch.

There are two kinds of display for Commodities: List View, on which the screen first opens, and Detail View, which is the means whereby commodities are created and amended.

There are several action buttons on the upper region of the Commodities screen:

"Help": displays a brief help message.

►\*: changes the display to detail view, and creates a blank record for a new commodity.

"Detail": displays a screen showing the details of a commodity record.

"Print": will send a summary list of your commodities either to your printer or as a print preview, according to which radio button is selected.

**Note** When the commodities list is printed in this way, *all* commodities are listed, regardless of the selection criteria parameters shown on the screen.

**Note** double-click on the commodity "Name" field of any row to display that commodity in detail view, for editing. However, the selected commodity record (**only**) may be edited.

There is also a parameter list box on the upper region of the commodity screen:

"Sort On": determines whether the list will be sorted on the Commodity Code or its Name.

**Note** The parameter does NOT operate on the detail screen. It acts only on the list. All records will be shown on the detail screen when accessed via the "Detail" button.

There are also a full set of alphabetically labelled action buttons for rapid navigation to the first commodity with a code or name beginning with the letter shown, as well as right and left arrow buttons to move through adjacent records.

### 5.1 Commodity List View

List View shows each commodity record on a one-per-row basis. Records cannot be edited in the list view, but they can be sorted, and navigated to find any record of interest.

The list view record is a summary of the data contained in the commodity record, made up in the following way:

Commodity Name:    made up of the name of each commodity shown.

Description: made up of the description of each commodity shown.  
Commodity Code: displayed as it exists for each record shown.

Double-click on the Commodity Name field to view and edit that Commodity record.

**Note** data cannot be edited in List view.

#### Parameters

The "Sort on" listbox allows the list to be displayed sorted by Commodity Code or by Commodity Name.

#### Navigation

You can use the two buttons labelled with the black arrows - next and previous record - to move through the records, one at a time.

Use the alphabetically labelled buttons to move to the record of the first commodity whose code or name begins with the letter on the button selected shown, as well as right and left arrow buttons to move through adjacent records.

Use the up and down arrow (cursor) keys to move one row at a time through the records.

Use the [PgUp] and [PgDn] keys to move through a screen length set of records.

#### Searching for a Specific Commodity

Searchable fields are: Commodity Code; Commodity Name; Description.

To search for a commodity, put the cursor into the field which you wish to search.

Tap [Ctrl]+F to display the "Find" Dialogue..

In the "Find what" edit box type a part of text to identify the commodity you wish to find. This must relate to the field selected in order to be effective. Select appropriate choices from the "Search" and "Match" listboxes.

In general, do NOT select "All fields".

Click on the "Find first" or the "Find next" button. You may move the find dialogue to another part of the screen if it is covering important information.

#### Creating a New Commodity Record

Click once on the button labelled "New" to create a new commodity. If you do this from the "Detail" screen you must complete the required details of the current commodity first. To cancel any entry which you do not wish to complete, tap [Esc] before moving to another record or closing the screen.

## 5.2 Commodity Detail View

Click on the button labelled "Detail" or double-click on the Code field of a commodity in the list, to move the detail view.

### 5.2.1 Commodity Record Fields

The fields, and other user interface objects visible on the detail screen are as follows.

**Name** Type this in as free text. Format it as you wish. An initial capital letter is recommended as minimum formatting.

#### Commodity Code

A 20 character code is generated automatically after entry of a name. It can be edited whilst the commodity is new, but should not be changed once used, or you may cause any record which is associated with the commodity to lose its links. Use UPPER case.

The screenshot shows the 'Commodities' window in ACCOSys Accounts. The 'Commodities Detail' screen is active, showing the following fields:

- Name:** PC, System Unit
- Code:** PCSYSUNITWR00001
- Type:** System
- Default Dept:** Sales - systems
- Append Dept:** (checkbox)
- Cat No:** (empty)
- Stock Inv:** (checkbox)
- Min Stock:** 0
- BS Asset:** (checkbox)
- Obsolete:** (checkbox)
- Shelf life:** 0.00
- Life unit:** (empty)
- In stock:** 11
- Batched:** 1
- Description:** (empty)
- Sales:** 18 at £ 7597.00
- Purchases:** 17 at £ 6041.36
- Profit/Loss:** 25.75 % £ 1555.64
- Note:** (empty)

Below the detail fields, there are tabs for 'Supplier Prices', 'Selling Prices', and 'Batches'. The 'Supplier Prices' tab is selected, showing a table with columns: In, At, Min, Max, Curr, Buy at, VAT%, Cost, Date from, Date to, Note. The table contains one row of data:

In	At	Min	Max	Curr	Buy at	VAT%	Cost	Date from	Date to	Note
£	0.00	1		£	0.00	0.00	0.00	15/05/2006	17/09/2010	

At the bottom of the window, there is a 'Commodity name' field with a text entry box.

Type Note Commodity Types have no function unless you also use CostSys Job Costing.  
Select a Commodity Type or add new Commodity Types into the domain "COM\_TYPES" using the "Codes" option described in chapter three above.

Default Department

Select the most likely Department, in transactions, for the commodity, from the listbox. A different department can be set at transaction entry if necessary.  
Add any Departments not present in the list using the "Departments" option described in chapter four above.

Append Department

Tick this box if you wish to append the Department Name to the Commodity in printed documents (eg in an Invoice).

Catalogue Number

Type this in if you wish to use a catalogue number with this commodity.

Stock Item

Select this tick box if you wish to be warned that an order cannot be met from stock.

Minimum Stock

Enter the minimum stock level that you should carry before a warning is issued to re-order. The warning will be issued during the Sales Transaction Type set in Data Constants and if you set the Options Code "STCKCHCK" to Yes.

See section 2.3 above for more information on setting user options and constants.

Individual BS Asset

Tick this box if you wish this commodity to be listed individually as a asset on your Balance Sheet report.

Obsolete

Tick this box if ever you wish to exclude this Commodity from selection in a new Transaction Line.

Shelf Life

Enter the value of the shelf life if appropriate.

Shelf Life Unit

Select a Shelf Life Time Unit to be used with the Shelf Life value to calculate a default expiry date of a commodity batch. Add new Shelf Life Units into the domain "UNITS", with the parent "TIME", using the "Codes" option described in chapter three above.

In Stock

Enter the current stock if you wish to create an opening stock level, or correct the value if for any reason it has become displaced from reality.

Batched

This is the calculated number of commodity items in stock in batches.

Sales and Purchase Volume and Turnover

These are calculated from transaction lines of Type="Sales ..." or "Purchase Payment" and of Status="Paid". Other Types and Statusses are ignored.

Depreciation Rate %

Select a Depreciation % Rate, for use in the Balance Sheet, from the listbox.

**Note** This depreciation rate takes precedence in the Balance Sheet over the depreciation rate of the department specified in the Asset Register.

Add new Depreciation Rates not present in the list using the "Codes" option described in chapter three above. Enter such new Depreciation rates into the domain "DPR\_CODE", and put the rate % into the Code field. Enter an AttCode as "Rn" where "n" is the list order 0-9. Enter a suitable description for the new depreciation rate.

## Description

Enter a Description for the commodity in free text.

To begin a new line or paragraph, tap [Ctrl]+[Return].

**Navigation Note** The Previous and Next record, and the alphabetical navigation buttons for navigation through Commodities require that the cursor is in a field on the main commodity detail screen, not in a sub-form such as commodity Suppliers or Selling prices.

**Commodity Tabs:** After entry of the above fields, click on the Supplier Prices, Selling Prices to create purchase and selling prices, and Batches to view Commodity Batches.

### 5.2.2 Commodity Supplier Prices

Enter the Supplier Prices only on completion of the main commodity record fields listed above.

To create a new Supplier price set, click on the New button in the Supplier Prices tab, and select the new supplier from the list. Organisations with the role "Supplier" appear in the list.

Add any suppliers not present in the list using the "Organisations" option described in chapter three above.

Optionally, enter a lead time and select a time unit from the listbox.

Add new lead Time Units into the domain "UNIT" with a parent of "Time" using the "Codes" option described in chapter three above.

**Note:** To function properly in shelf life and other calculations in ACCOSYS Accounts, all time unit codes must be in the list under "DatePart" in Microsoft Access Help.

The price details for the commodity are on the Supplier Prices subform.

To add a new price, click on the final line, marked by an asterisk ("\*"), or click the right mouse button in the left hand margin of the Supplier Prices subform and select "New record".

The fields are:

**In** This is entered automatically: it is the base currency of the default exchange rate set. If it does not appear, tap the requery key ([F9]) from a field of the main form.

**At** Enter the purchase price in the base currency. Type this in as "nn.nn". The formatting is imposed with no need to type the decimal point (".") character.

**Min** Enter the minimum quantity that may be purchased at this price.

**Max** Enter the maximum quantity that may be purchased at this price – leave it blank if it is the top band.

**Curr** Select the working currency for the price to be entered.

**Note:** The working currency of the first prices entered should be the base currency.

#### Buy At

The calculated cost price, excluding VAT, for the commodity quantity band from this supplier in the working currency selected.

#### VAT Rate %

Select a VAT % Rate from the list box.

**Note:** A supplier MUST have a MAIN address with a Country for a VAT rate to be selected as VAT rates are selected from those of the country of the supplier address.

Add new VAT rates into the domain "VAT\_RATES", and put the rate % into the Value field using the "Reference Values" option described in chapter two above. Select a Parent (Country) from the list box. Enter a Date From and a description.

**Cost** The VAT inclusive cost will be calculated from the Buy At price with the VAT rate for the commodity. Alternatively type it in as "nn.nn" after selecting a VAT rate and the Buy At Price

will be calculated. The formatting is imposed with no need to type the decimal point (".") character.

Date From, Date To

Type these in as "dd/mm/yyyy". Enter Date To only when the address ceases to be current. The formatting is imposed, with no need to type the forward strokes "/".

A commodity can have as many Supplier Price records as you wish. However, a logical structure of having only one Supplier Price record of a given supplier in a given currency current at one time is enforced. Current records have no Date To entered.

**Note** Supplier Prices are used in purchase transactions. The latest price in the transaction currency will be used as the default price for this commodity in a purchase transaction line.

### 6.2.3 Commodity Selling Prices

Enter the Selling Prices only on completion of the main commodity record fields.

To create a new Selling price set, click on the Selling Prices tab.

To add a new price, click on the final line, marked by an asterisk ("\*"), or click the right mouse button in the left hand margin of the Selling Prices subform and select "New record".

The fields are:

**In** This is entered automatically; it is the base currency of the default exchange rate set. If it does not appear, tap the requery key ([F9]) from a field of the main form.

**At** Enter the selling price in the base currency. Type this in as "nn.nn". The formatting is imposed with no need to type the decimal point (".") character.

**Min** Enter the minimum quantity that may be sold at this price.

**Max** Enter the maximum quantity that may be sold at this price – leave the top band blank

**Curr** Select the working currency for the selling price to be entered.

**Note:** The working currency of the first prices entered should be the base currency.

**Sell At**

The calculated selling price, excluding VAT, for the commodity quantity band in the working currency selected.

**VAT Rate %**

Select a VAT % Rate from the list box.

**Note:** You MUST have a MAIN address with a Country for a VAT rate to be selected as the VAT rates are selected from those of the country of your address.

Add new VAT rates into the domain "VAT\_RATES", and put the rate % into the Value field using the "Reference Values" option described in chapter two above. Select a Parent (Country) from the list box. Enter a Date From and a description.

**Price** The VAT inclusive price will be calculated from the Sell At price with the VAT rate for the commodity. Alternatively type it in as "nn.nn" after selecting a VAT rate and the Sell At Price will be calculated. The formatting is imposed with no need to type the decimal point (".") character.

Date From, Date To

Type these in as "dd/mm/yyyy". Enter Date To only when the address ceases to be current. The formatting is imposed, with no need to type the forward strokes "/".

A Commodity can have as many Selling Prices records as you wish. However, a logical structure of having only one Selling Price record in a given currency current at one time is enforced. Current records have no Date To entered.

**Note** Selling Prices are used in sales transactions. The latest price in the transaction currency will be used as the default price in a sales transaction line involving the commodity.

#### 6.2.4 Commodity and Transaction Line Batches

To view the Commodity Batches, click on the Batches tab, after completing the main record details. A Commodity Batch is a set of one or more items of a commodity sharing a Batch Code. A Transaction Line Batch links the Commodity Batch involved in the transaction line.

The Commodity Batches tab shows all the Batches for the current commodity, and the Transaction Batch records for the currently selected batch. Navigating up and down through the Batches will show the transactions for each batch in turn.

The fields in each **Commodity Batch** record are:

**Note** A free text note about the Batch

**Code** The Batch Code for the Commodity Batch. This could be the serial number of the item, or any other value. To have the number generated sequentially and automatically, set the Options Code "BATCODAUT" to Yes.

See section 2.3 above for more information on setting user options and constants.

**Ref** A Reference Code for the Commodity Batch, entered during the purchase transaction type set in the Data Constant "PurUpdStck". This could be the serial number of the item, or any other value. To have the number generated sequentially and automatically, set the Options Code "BATREFAUT" to Yes.

See section 2.3 above for more information on setting user options and constants.

**Man Date**

The date of manufacture or a date from which the life of the commodity is measured. It is created during the purchase transaction type set in the Data Constant "PurUpdStck" and used with the shelf life of the commodity to generate an expiry date for the batch.

**Exp Date**

The expiry date of the batch. It is created during the purchase transaction type set in the Data Constant "PurUpdStck" using date of manufacture and the shelf life.

**Stock** The current stock level, automatically updated during transaction types set in the Data Constants "PurUpdStck" and "SalUpdStck". If it becomes inaccurate, it may be edited.

**Note** You can amend the Stock level for a Commodity Batch on this subform but you should not edit any other data. Commodity Batches should be edited in their Transaction Batches.

The fields in the **Transaction Line Batch** record are:

**Tran Ref**

The Transaction Reference of the transaction involving the commodity batch.

**Lin** The Transaction Line Number involving the commodity batch.

**Org** The Organisation involved in the transaction.

**Qua** The Quantity of the commodity batch involved in the transaction.

**Ref** A reference to the Transaction Batch.

**Note:** Do not edit the transaction batch from this subform. Transaction Batches should be edited in the Transactions to which they relate.

**Note:** More details of Commodity Batches and Transaction Line Batches are given in section 6.4 below.

## 6. TRANSACTIONS

In ACCOSYS, a Transaction record represents an event involving you or your company, with your customers or suppliers, and usually, involving your commodities, and sums of money.

Each Transaction consists of a Header and can include any number of Transaction Lines, each of which contains the details of one part of the transaction.

A transaction is entered as a specified Transaction Type in an associated Ledger, then given a, a Cost Centre, and an Organisation in an implied Organisation Role (e.g. as a customer). Each Transaction is awarded a unique Transaction Number and Transaction Reference which cannot be changed, and a Document Reference which might be a supplier's invoice number or your cheque number.

**Note** Transactions are company specific. Therefore, if the current company is changed, no previous transactions will be visible. However, the previous transactions of the old company are still present, and will reappear if the old company is made current again.

There are two kinds of display for transactions: Data List View, on which the screen first opens, and Detail View, which is the means whereby new transactions are entered and existing ones changed.

There are several action buttons on the upper region of the transactions screen:

"Help": displays a brief help message

▶\*: Changes the display to detail view, and creates a blank transaction record

"Detail": displays a screen showing the details of a transaction record.

**Note** double-clicking on the "Tran" (Transaction Number) field of any row will display that transaction in detail view, for editing. However, the selected transaction record ONLY may be edited and located.

There are also five parameter listboxes on the upper region of the transactions screen:

"Sort": permits the list to be sorted by date or transaction number.

"Ledger Type": permits records to be selected by their Ledger Type.

"Transaction Type": permits records to be selected by their Transaction Type.

"Organisation": permits records to be selected by their Organisation.

"Commodity": permits records to be selected by their Commodity.

"Batch": permits records to be selected by their Commodity Batch Code.

"Reference" permits records to be selected by their Commodity Batch Reference  
– this is often used to record a serial number.

"Status": permits records to be selected by their Status.

**Note** The Parameters do NOT operate on the detail screen. They act only on the list. All records will be shown on the detail when accessed via the "Detail" button.

**Note** When the Detail screen is accessed by double-clicking on the "Tran" field, the selected transaction only may be viewed. No further navigation is permitted.

### 6.1 Transaction Data List View

Transaction Data List View shows each transaction record on a one-per-row basis. Records cannot be edited in the list view, but they can be sorted, selected using parameters, and navigated to find any record of interest.

(Continued over)



The list view record is a summary of the data contained in the Transaction Header record, made up in the following way:

Transaction Number:	displayed as it exists for each record shown.
Date In:	made up of the date of each transaction shown.
Type:	made up of the Transaction Type of each transaction shown.
Organisation:	the Customer or Supplier organisation for the transaction.
Amount:	the net amount of all the transaction lines.
VAT:	the VAT amount of all the transaction lines.
Status:	the Transaction Status for the transaction.
Comment:	the Comment field of the transaction header.

**Note** data cannot be edited in Data List view. If you double-click on the Transaction Number field you can examine and edit that Transaction record.

#### Parameters

- The "Sort" listbox allows the list to be shown sorted by date or transaction number.
- The "Ledger Type" listbox allows a ledger type to be selected so that only those transactions with the selected ledger type are shown in the list. Any transaction without that ledger type will not be in the list.
- The "Transaction Type" listbox allows a transaction type to be selected so that only those transactions with the selected transaction type are shown in the list. Any transaction without that transaction type will not be in the list.
- The "Organisation" listbox allows an organisation to be selected so that only those transactions with the selected organisation are shown in the list. Any transaction without that organisation will not be in the list.
- The "Commodity" listbox allows a commodity to be selected so that only those transactions with the selected commodity are shown in the list. Any transaction without that commodity will not be in the list.
- The "Batch"/"Reference" listboxes allow a commodity batch or serial number to be entered so that only those transactions with the selected commodity batch or serial number are shown in the list. Any transaction without that commodity batch will not be in the list. Wildcards are permitted.
- The "Status" listbox allows a transaction type to be selected so that only those transactions with the selected Status are shown in the list. Any transaction without that Status will not be in the list.
- To remove a parameter, highlight the content of the listbox and tap the [Del] key and [Return]. The records will be redisplayed with no parameter.

#### Navigation

- You can use the two buttons labelled with the black arrows - next and previous record - to move through the records, one at a time.
- You can also use the up and down arrow (cursor) keys to move one row at a time through the records.
- Use the [PgUp] and [PgDn] keys to move through a visible set of records.

#### Searching for a Specific Transaction


- Searchable fields are: Transaction Number; Date In; Transaction Type; Organisation; Amount; VAT; Comment.
- To search for a desired transaction, click once with the right mouse button in the heading of the field column which you wish to search.
- Select the menu option "Find" from the menu which pops up.
- Further fields can be searched from the Transaction Detail form.
- In the "Find what" edit box type a part of text to identify the transaction you wish to find. This must relate to the field selected in order to be effective. Select an appropriate choice from the "Search" and "Match" listboxes.

In general, do NOT select "All fields".

Click on the "Find first" or the "Find next" button. You may move the find dialogue to another part of the screen if it is covering important information.


**Note** as the Transaction Type and Organisation are coded fields, enter only the first 5 characters and an asterisk ("\*") into the "Find What" edit box.

### Creating a New Transaction Record

Click once on the  button to enter a new transaction record. Alternatively, if the new transaction is to be a successor to the current transaction, simply click on the button labelled "Auto" (see section 6.5 below).

To cancel any entry which you do not wish to complete, tap [Esc] before moving to another record or closing the screen.


## 6.2 Transaction Detail View


If you click on the  button, "Browse" or double-click on the "Tran" (Transaction Number) field of a transaction in the list, you will move the transaction detail view. This view shows the complete details of the transaction header record, and its associated transaction lines, or shows a blank record ready to receive new details.

### 6.2.1 Transaction Header Record Fields

The transaction header fields, and other user interface objects visible on the detail screen are as follows:

"Help": displays a short help message on how to use the screen

: This action button creates an empty record to receive a new transaction

: This action button deletes the current transaction

**Warning** Deleted transactions cannot be recovered.

"Invoice/Order/Report/Remittance/Refund/Credit": this button displays a label appropriate to its context, or "n/a" if inappropriate, and generates an appropriate output for printing, in print preview mode. To print the output, select menu options File->Print.

"Find": displays a standard "Find" popup dialogue for locating a different transaction record. This dialogue is described under "Searching for a Specific Transaction", above.

#### Tran ID

This value is set by the system and cannot be changed.

**Note** no Tran ID is re-used even if a transaction is not completed, or is deleted.

#### Transaction Reference

The transaction reference is generated automatically and takes the form: ZTYP/nnnnnn where "Z" is the first initial of the ledger type (e.g. "S"=Sales)

"TYP" is the three initial letters of the transaction type (e.g. "PAY"=Payment)

nnnnnn is the Transaction Number.

**Warning** you are advised not to change the Transaction Reference from that generated.

#### Document Reference

Type this in if you wish to use a document reference with this transaction. The document reference number could be a supplier invoice number, your own cheque number (for purchase payments), or a customer cheque number (for sales receipts).

#### Dated

This is the date of the transaction. The current date is filled in by default. Edit the date if required. The date is preformatted to include the forward stroke “/”.

#### Transaction Type

Select a transaction type from the listbox. It automatically implies a ledger type.

Add new transaction types into the domain "TRN\_TYPE" using the "Codes" option described in chapter two above.

#### Transaction Status

Select a transaction status from the listbox.

Add new transaction statuses into the domain "TRN\_STATUS" using the "Codes" option described in chapter two above. Enter a code, and usually, enter the attribute of the ledger type to which the transaction refers, and a description for the new transaction type. If no attribute is entered, the transaction status can be entered against any transaction type.

**Note** If you link a previous transaction of Type="Sales Invoice" or "Purchase Invoice" and then apply a Transaction Status of Type="Paid" to this transaction, the predecessor transaction will have its Transaction Status set to "Paid" as well.

#### Cost Centre

Select a Cost Centre from the listbox. The default Cost Centre is shown.

Add any Cost Centres not present in the list using the "Cost Centres/Departments" option described in chapter three above.

#### Organisation

Select an Organisation from the listbox. Only organisations with the appropriate organisation role for the ledger type are listed.

When an organisation is selected, any current address of type "MAIN" is displayed in the Address list, and a current contact is displayed in the Contact list.

Reselect from the listboxes if the address or contact is not correct for the transaction.

**Note** The address and contact entry are used to address any invoices or orders which may be printed from the data in this transaction.

Add new organisations using the "Organisations" option described in chapter four above, or by double-clicking in the Organisation listbox.

**Note** Clicking on the “+” button or double-clicking in the Organisation listbox displays the "Create/Amend/Select Organisation Popup" dialogue, which allows updating of the organisation including addresses, roles and contacts, and creation of new Organisations. This popup includes a Label printing action button. A label can only be printed if the organisation Label Flag is crossed.

**Organisation Popup:** Tap the button labelled “+” create a new organisation. Add Organisation Roles such that they will appear on transactions of the desired ledger types. (For example, the Organisation Role type "CUSTOMER" - defined in the "Codes" screen has the attribute "SA", which associates it with the "SALES" ledger.)

Click on the button labelled “Select” if you wish to transfer the Organisation shown into the transaction.

Click on the button labelled “Close” if you do not wish to select the organisation.

#### Organisation Address and Contact

Select an organisation address and contact detail for the transaction as required.

Although each is selected from a listbox, the data is copied into the record, and can therefore be searched fully.

#### Date Processed

This is the date on which the transaction was entered or processed. The current date is filled in by default. Edit the date if is not appropriate. The date is preformatted to include the forward strokes “/”.

**Notes** Enter a free text note about the transaction if required. To begin a new line or paragraph, tap [Ctrl]+[Return].

The above fields comprise the Transaction Header record. It must be complete before entry of any transaction lines. Manual Transaction Line entry is described in section 6.3 below.

Transaction lines can be entered directly, after the Notes field has been completed, by tapping [Return] to move into the Transaction Lines subform. Alternatively, they may be entered by linking the new transaction with an existing transaction, and allowing ACCOSYS to copy in the lines from the linked transaction, as described immediately below.

### 6.2.2 Manual Transaction Linking

ACCOSYS permits transactions to be Automatically or Manually linked. For example, you may have received an order from a customer, and previously recorded it. Later on, you can easily link a Sales Invoice to that order, and reduce work by automatically transferring details from the order to the newly created invoice.

Use Manual transaction linking where the sequence of transactions does not match the setup of the Automatic Successor Transaction constants shown in section 2.4 above. If appropriate you may carefully consider the automatic sequence supplied by default and change the order. Automatic Transaction Linking is quicker and easier and is described in section 6.5 below.

**Warning** perform Manual Transaction linking **only** when the transaction line list is empty.

To link a previous transaction as a predecessor of the current one, enter the Comment field as usual, but prevent the focus moving to the Transaction Lines sub-form by not tapping [Return]. Then, in the "Predecessor" group of the transaction detail screen:

- Select "This Org" to limit the transactions listed for linking, to those of the current organisation only, or "All Orgs" to show the transactions of all organisations

- Select a "Transaction Type" from the predecessor list, according to the transaction type to be linked. (e.g. to link a previous sales order to a newly created sales invoice, select "Sales Order", or alternatively -

- Select the Transaction Reference of the transaction to be linked from the Reference list.

Transaction lines of the new transaction will be added from the predecessor transaction.

**Warning** Check carefully that the departments and other data are appropriate for the new transaction. For example, linking a purchase order to a sales order will transfer purchase departments to the new transaction; these must be changed to sales departments. VAT rates may also require changing in such circumstances.

**Warning** Only one predecessor transaction should be linked. Data from any additional related previous transactions must be entered manually.

**Warning** If linked transactions are re-linked, previous stock and batch movements associated with the original link are not cancelled: you are advised to check the stock and batch movements and adjust them manually.

**Note** Where the new transaction is a payment type, its status will be copied to the predecessor transaction, meaning that it can be automatically set to "Paid" status if desired.

Manually re-entered lines are adjusted by cancellation of the previous stock or batch movements. Manually linking transaction lines causes values of Commodity Stock and Commodity Batched Stock levels to be adjusted, according to the settings of User Options and Data Constants. Furthermore, any relevant Transaction Batches will be copied for the new linked transaction lines, and Commodity Batches adjusted accordingly.

## 6.3 Transaction Lines

Each transaction may have any number of transaction lines. These contain the details of each commodity, department and monetary amounts involved in the transaction.

Line	Commodity	Department	Quan	Amount	VAT	Total	Comment
1	PC System Unit	Sales - systems	3	1,422.00	0.00	1,422.00	Micro-Towe
2	MS Office 2007 PRO x3 MLK	Sales - software	3	825.00	0.00	825.00	Office 2k7 F
3	Advance payment - sales	Sales - advance pay	1	(350.00)	0.00	(350.00)	Less advan
4	Delivery charge	Cost of sales	2	23.50	0.00	23.50	.
5	Support - Computer hardware an	Income - services	0	0.00	0.00	0.00	Please note
*			0	0.00	0.00	0.00	

After entry of the Notes field of the Transaction Header record, tap [Return] and the focus will move to the Transaction Lines sub-form.

### 6.3.1 Transaction Line Fields

Enter each transaction line as follows:

**Line** This is the transaction line number. It is generated by the system and cannot be changed. Line numbers may not be re-used if a previous line is deleted.

**Commodity**

Select a Commodity from the listbox.

Add any commodities not present in the list using the "Commodities" option described in chapter five above, or by double-clicking in the Commodities listbox.

**Note** Double-clicking in the Commodity listbox displays the "Create/Amend/Select Commodity Pop-up" dialogue, which allows details of the commodity (including the Supplier and Selling Price list) to be updated, or a new Commodity to be created.

**Commodity Pop-up:** Tap the button labelled "New" create a new commodity.

Tap the button labelled "Select" if you wish to transfer the Commodity shown into the transaction.

Tap the button labelled "Close" if you do not wish to select the commodity.

When a commodity is selected, dependent upon the ledger type, the default department may be filled in.

**Department**

Select a Department for the transaction line by pulling down the listbox. The default department may have been filled in on selection of the Commodity, but the default department may not be appropriate for the ledger type.

Add any Departments not present in the list using the "Departments" option described in chapter three above.

**Quantity**

Enter the Quantity as required. If you wish to have no price in the line, enter zero ("0").

After entry of the quantity, ACCOSYS may be able to infer the price and VAT details. These values can be edited if required.

**Amount**

After entry of the Quantity, the Price may be retrieved from the Supplier or Selling Prices List, and the Amount for the line will be calculated, in the case of Sales transactions, allowing for any discount due to the customer.

If the calculated price is not appropriate for this transaction, edit the amount.

**VAT Amount**

After entry of the Quantity, Amount and Total Price, the VAT will be calculated.

**Total** The Total amount for the line is calculated and displayed, except where the transaction lines have been copied by transaction linking. This value is calculated for the display, not stored in the transaction.

**Note** The total may not be shown in the line unless a value has been typed in, rather than inferred.

#### Comment

Enter a free text comment against the line if required. To begin a new line or paragraph, tap [Ctrl]+[Return].

If you wish to see more of the entered comment for editing, double-click in the Comment edit box to open an extended edit popup dialogue.

During the entry of a transaction line, several processes may occur, depending upon your configuration of various User Options and Data Constants.

**Commodity Price:** if the price entered differs from the stored Commodity Purchase Price – or if there is no current Commodity Purchase Price you will see the Commodity Purchase Price Popup which gives you the option of updating or creating a new Purchase Price record for the Commodity.

**Stock Warnings:** if the user option “STCKCHCK” is set to Yes – and if the Commodity is a Stock Item – and if the Transaction type is “Sales Order” you will be warned if there is insufficient stock of the Commodity to meet the Order.

**Stock Update:** if the user option “STCKCHCK” is set to Yes – and if the Commodity is a Stock Item – and if the Sales or Purchase Transaction Type is of the type set by data constant “SalUpdStck” or “PurUpdStck” the Commodity Stock will be updated.

**Batch Update:** if the user option “STCKCHCK” is set to Yes – and if the Commodity is a Stock Item – and if the Sales or Purchase Transaction Type is of the type set by data constant “SalUpdStck” or “PurUpdStck” transaction line batches can be created as described below.

## 6.4 Commodity and Transaction Line Batches

A Commodity Batch groups one or more items of a Commodity using a Batch Code (e.g. A specific model of a television has a Serial or Batch number). Transaction Line Batches link those Transactions involving the Commodity Batch - e.g. a Purchase & Sales Invoices and Payments.

When a transaction and its associated transaction lines have been entered, the transaction line can be linked with relevant commodity and transaction line batches created, so as to enable commodity items to be tracked by batch codes, and batch level stock records to be maintained.

To access Batch level stock functions, settle the cursor onto the transaction line of interest and either click on the button labelled “Trn Batches” or double-click on the Quantity fields in the appropriate transaction line.

The Transaction Line Commodity Batch Popup dialogue will open. It contains some fields on the main popup form, and two subforms, Commodity Batches and any Transaction Line Batches. The Transaction Line Batch subform shows any Transaction Line Batches for the currently selected Commodity Batch.

#### 6.4.1. Commodity and Transaction Line Batch Main Fields

The main fields on the Popup Form are copied from the associated Transaction and Transaction Line and should not normally be amended:

Tran ID, TransactionType, Line Number, Date, Organisation, Commodity, Shelf Life, Shelf Life Unit, Quantity, Amount, VAT and Total.

#### 6.4.2 Commodity Batch subform

Any existing Commodity Batches for the Commodity involved in the transaction line are listed. If the transaction type is as set in the Data Constant "PurUpdStck" the button labelled "Add" will be enabled, and new Commodity Batches can be created if necessary.

The Commodity Batch fields are:

##### Batch Code

The Batch Code for the Commodity Batch. It is created during the purchase transaction type set in the Data Constant "PurUpdStck" and could be the serial number of the item, or any other value. To have the number generated sequentially and automatically, set the Options Code "BATCODAUT" to Yes.

See section 2.3 above for more information on setting user options and constants.

##### Reference

A Reference for the Commodity Batch. It is created during the purchase transaction type set in the Data Constant "PurUpdStck". This could be the serial number of the item, or it can be any other value. To have the number generated sequentially and automatically, set the Options Code "BATREFAUT" to Yes.

See section 2.3 above for more information on setting user options and constants.

##### Man Date

The date of manufacture or other date from which the life of the commodity is measured. It is created during the purchase transaction type set in the Data Constant "PurUpdStck" and is used with the shelf life of the commodity to generate an expiry date for the batch.

##### Exp Date

The expiry date of the batch. It is created during the purchase transaction type set in the Data Constant "PurUpdStck" using date of manufacture and the shelf life.

**Stock** The current Batch stock level, automatically updated during transaction types set in the Data Constants "PurUpdStck" and "SalUpdStck". If it becomes inaccurate, it may be edited.

**Note** Commodity Batches may be edited after creation for those transaction types determined by the settings of the User Options and Data Constants, but do so with care.

**To Create a New Commodity Batch** either click on the button labelled "Add" in the Commodity Batch subform title, or click the mouse once in the Batch Code field of an empty commodity batch record. This action depends on the setting of the data constant "PurUpdStck".

If an appropriate batch already exists, select it with the mouse, and then put the cursor into the Transaction Line Batch subform ready to create a Transaction Line Batch as described below.

#### 6.4.3 Transaction Batch subform

The transaction batch subform contains the current transaction line details as they relate to the current transaction batch. Only one transaction line batch can be created for any given transaction line and commodity batch.

The Transaction Line Batch fields are:

**Ref** A free text reference to the Transaction Line Batch

**Qua** The Quantity of the commodity batch involved in the transaction.

**To create a Transaction Line Batch**, select the Commodity Batch to which you wish to relate the Transaction Line, and then place the cursor into the Reference field of the Transaction Batch subform. Enter a Reference if required, and tap [Return] or [Tab] to enter the Quantity field. The Quantity may be automatically filled in from the transaction line quantity, or may be set to 1 (if you have set the User Option “BATCOMSGL”, single Commodity Batches) to yes. Enter a note for the transaction batch if required. Then click on the button labelled “Allocate”.

If the Transaction Type is as set in the Data Constants “PurUpdStck” or “SalUpdStck” and other user options and data constants are appropriately set, the Stock in the selected Commodity Batch will be adjusted.

**Note** Creation of a Transaction Line Batch is enabled only if the transaction type is as set in the Data Constants “PurUpdStck” or “SalUpdStck” and other user options and data constants are appropriately set. If the transaction batch subform remains grey even after reselecting the commodity batch, the transaction type or the user options or data constants are not set appropriately for the transaction type. See section 2.3 above for more information on setting user options and constants.

Examine the Commodity Batch and Transaction Line Batch details carefully, and close the Commodity Batch Transaction Line Popup only when you are satisfied that they are correct.

## 6.5 Automatic Successor Transactions

If your sequence of transactions follows a typical order such as:

Quotation -> Order -> Invoice -> Payment -> Despatch/Delivery

you can save considerable time by using the Automatic Successor Transaction generation facility.

When you have entered the first transaction in a sequence, at whatever point it may start (e.g. it may start just with a Sales Invoice raised to a customer who never raised an order document with you and never had a quotation) you can generate the next transaction in a sequence by clicking on the button labelled “Auto”.

In accordance with the sequence of Automatic Successor Transaction Types set up in “Maintain -> DAT Constants” a new Transaction Header and set of Transaction Lines based on the initial transaction will be generated. Ensure that you carry out the following checks on the new transaction:

- check the Dates;
- enter a new Document Reference if necessary (e.g your suppliers Invoice Number for a Purchase Invoice, your cheque number for a Sales Remittance);
- check or create and allocate any Commodity and Transaction Batches
- re-open the original transaction (double-click on its Transaction Reference in the Linked Predecessor area) and change the Transaction Status if necessary (e.g. if an invoice is now Paid).

**Notes** Transactions that are already linked do not permit Automatic Successor creation.

A transaction type that has no Automatic Successor Transaction Type set does not permit Automatic Successor creation.

## 6.6 Document Production

According to the Transaction Type, documents relating to the transaction can be printed when the transaction is complete. Transaction types capable of producing documentation are:

Purchase Order	produces a Purchase Order to send to your Supplier
Purchase Payment	produces an Purchase Remittance to accompany your payment
Sales Order	produces a copy Sales Order for your customer
Sales Invoice	produces a Sales Invoice for your customer
Sales Payment	produces a Sales Receipt for your customer
Sales Despatch	produces a Sales Despatch to accompany the goods
Sales Refund/Credit	produces a Sales Credit Note or Refund.



If a document is available for the transaction, the button to the left of the Delete button will be enabled and carry a label appropriate to the document available.

If no document is available, the button will be "greyed out" (disabled) and labelled "n/a".

The document can be printed directly to your default Windows printer, or displayed in Print Preview mode to allow you to inspect it.

To print a copy, select the output option "Print".

To view it on your screen select the "Preview" option. The document can then be printed to any Windows printer by selecting the menu options "File" -> "Print". Close the document by clicking on the Close icon (the "X" in the upper right corner of the screen).

## 6.7 Data Entry Techniques

ACCOSYS Accounts can cope with many types of business transaction. However, it may be appropriate to mention some points about the way data should be entered if consistent and representative reports are to be obtained.

### Transaction Types

**Credits and Refunds:** Transaction Types "Credit" and "Refund" must be entered as negative amounts, either by prefixing with a minus symbol ("-") or by enclosure of the sum in round brackets ("()").

**Alternatively**, an individual item can be refunded on any invoice by entering a negative quantity into the transaction line. This method has the advantage of correcting the turnover in the affected commodity as well.

**Advance Payments:** Use the Commodity "Advance Payment" for such payments. The most effective way of recording an advance payment is:

- create the "Order" and a linked (Auto) main "Invoice" transaction for the full amount;
- create an initial "Invoice" for the advance payment, linked to the main invoice. Add a line for the Advance Payment: set the quantities to zero for all other lines;
- when the Advance Payment comes in link it to the above invoice for the advance payment;
- create a main invoice transaction for the goods, and set the quantities and prices as they should be, but add a line for the advance payment making the advance payment negative;
- when the main payment comes in link it with the main invoice above.

This method will ensure that the sales or purchase values of each line will be accounted properly whilst acknowledging the advance payment in your documentation.

### Transaction Status

Purchase and Sales Payment transactions will only be accounted when they have a certain Transaction Status.

Invoices of Transaction Status other than "Cancelled" and "Paid" are accounted as **unpaid** (i.e. owing) in calculating Supplier and Customer Balances.

Invoices and Payments of Status="Paid" are accounted as turnover.

### Predecessor Linked Transactions

The first linked predecessor Purchase and Sales Invoice is given a Transaction Status="Paid" if the associated (successor) Sales or Purchase Payment transaction has a Transaction Status="Paid".

If the Sales or Purchase Payment covers more than one Invoice, only the transaction actually linked will be given the status automatically, any others must be set to "Paid" by manually editing the record.

(Continued over)

## 6.8 Searching the Transaction List Form

You can use the Transaction List form to show transactions with any or all of the following selections: Ledger Type (e.g. Sales or Purchase); Transaction Type (e.g. Sales or Purchase Invoice – select the Ledger Type first); Organisation; Commodity; Batch Number (including wildcards: “\*”); Batch Reference (including wildcards); Transaction Status (e.g. “Paid”). Simply select an appropriate combination of parameters from the list boxes. You can also put the cursor into a column on the list and tap [Ctrl]+F to enter a search string to find a set of records.

Transaction field values that cannot be searched in the List Form (e.g. Document Reference) can be searched in the Detail Form.

## 6.9 Searching the Transaction Detail Form

Many fields of the Transaction Detail form can be used to locate transactions of interest. These include: Transaction ID, Transaction Reference, Document Reference, Date In, Our (i.e. your) Contact Name, Organisation Address (i.e. your customer or supplier), Contact (i.e. your customer or supplier contact name), Date Processed, Notes. Those fields that are not searchable on the Transaction Detail form (e.g. Organisation Name, Commodity etc) can be searched from the Transaction List form.

To search a field, place the cursor in the field (i.e. click there once), and tap [Ctrl]+F. Enter a suitable search string into the “Find What” edit box. To find a partial string (e.g. postcode in the Address field), place an asterisk (\*) at the beginning and end of the search string.

Navigate through successive records using the “Find Next” button on the Find and Replace dialogue.

(Continued over)

## 7. REPORTS

ACCOsYS Accounts contains a number of reports showing information organised for printing. Some reports are available from the appropriate main screen and may produce output relating to the single current record only. Others are available from the Reports Options screen, and produce output for a set of records.

### Labels

The Organisations screen, and the Organisation Detail popup produced by double-clicking in the Organisation listbox on the Transaction Detail screen contains an action button labelled "Label". Click once on this button to generate a label for the single organisation.

### Business Documents

The Transactions Detail screen contains an action button which adjusts its Text Label according to the context of the ledger and transaction type. This button allows Business Documents such as Invoices and Receipts to be generated from the current transaction. For example, if the Ledger Type="Sales", and the Transaction Type="Sales Invoice" the button will show the label "Invoice". Click once on this button to generate an invoice for that transaction.

To obtain the other reports, click on the button labelled "Reports" on the Main Options screen.

The Reports Options screen is displayed. This screen is divided into several regions. There are regions for selecting a Report Type; six Parameter listboxes and two Date edit boxes for a date range. There are also two action buttons to Print the report, or to Preview it prior to printing.

### 7.1 Reports Available

#### Organisation List

Select the Organisation List radio button. This report shows those organisations details falling within the parameters selected.

#### Organisation Address Labels

Select the Labels radio button. This report prints a set of labels.

**Note** labels are produced only for organisations which have the Organisation Bulk Label flag ticked/crossed.

The contact data is for the current contact. The address data is the address which has the Address Bulk Label flag ticked/crossed.

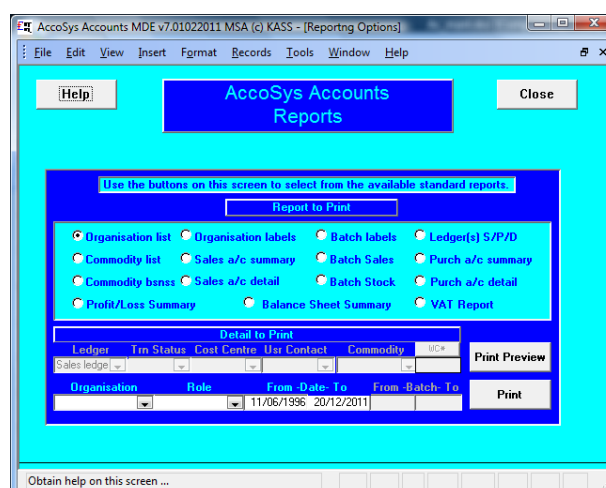
The default label is designed for a label sheet of type L7263, of size 3.5" x 1.5", two labels across. The data shown on the label is Contact Name, Organisation Name, address line 1, address line 2, Town/City, County, Postcode for the Contact which has the Bulk Label flag ticked/crossed.

#### Commodity List

Select the Commodity List radio button. This report shows those commodities details falling within the parameters selected. Full commodity details are shown, including Commodity Batches with stock present.

#### Commodity Business

Select the Commodity Business radio button. This report shows activity (sales and purchases for each commodity falling within the parameters selected. Full details are shown, including the profit/loss on each commodity.



## Profit and Loss Summary Report

Select the Profit and Loss radio button. This report shows a Profit and Loss statement.

**Note** If your company is VAT Registered, ensure that you enter a VAT Registration Number in the Organisation record for your own company (i.e. the only organisation with the organisation role "User").

If your VAT Registration Number is entered (not Null) then the subtotals for Sales and Income, Costs and Expenses, and Purchases Expenditure and Refunds, are exclusive of Value Added Tax.

If your VAT Registration Number is empty (Null) then your company is assumed to be Non-VAT Registered and the subtotals for Sales and Income, Costs and Expenses, and Purchases Expenditure and Refunds, are inclusive of Value Added Tax.

All transactions in this report will be VAT accounted in the same way, determined only by the **current** presence of data in your VAT Registration field. See VAT Registration under section 5.2 above for more information.

In order to function, this report needs at least one transaction or transaction line in each of the following areas:

- Sales and Income

- an entry against any Department of Department Category "SALE", "INCO" or "PUR\_REF"

- Purchases, Expenditure and Refunds

- an entry against a Department of Department Category "PURCH"

- Costs and Expenses

- an entry against a Department of Department Category "COST" or "EXPN"

These entries need not be for values other than £0.00p - such dummy entries are already in as transactions in the setup data.

**Note** the report is based on transactions of Type="Purchase Payment" or "Sales Payment" and transaction Status="Paid". Other transaction types and statuses are ignored. Therefore ensure that all transactions are entered into the correct ledger and that they are given the appropriate status. Description, Price, Date (of manufacture).

## Sales Accounts Summary

Select the Sales Accounts Summary radio button. This report shows those sales transactions falling within the parameters selected.

One line is shown per transaction – this individual transaction lines are not shown.

For each organisation, charges against and payments received against their account are shown, with subtotals and total.

**Note** the report is based on transactions of Type="Sales Payment" or "Sales Invoice" and transaction Status="Paid" or "Invoiced". Other transaction types and statuses are ignored.

## Sales Accounts Detail

Select the Sales Accounts Detail radio button. This report shows those sales transactions falling within the parameters selected.

Individual transaction lines are shown.

For each organisation, charges against and payments received against their account are shown, with subtotals and total.

**Note** the report is based on transactions of Type="Sales Payment" or "Sales Invoice" and transaction Status="Paid" or "Invoiced". Other transaction types and statuses are ignored.

## Balance Sheet Summary Report

Select the Balance Sheet radio button. This report shows a Balance Sheet statement.

## Batch Labels

Select the Commodity Labels radio button. This report prints a set of labels for Commodity Batches for all batches having stock. The number of labels printed per Commodity Batch is set according to Data Constant "DefComLab". The number of labels can also be set, using the Print Preview option, with menu options File -> "Print" to select the number of labels.

The default label is designed for a label sheet of type C2B10236, of size 4" x 1.5", two labels across.

The data shown on the label is Commodity Code, Organisation Code, Batch Code, Commodity Name.

#### Batch Sales

Select the Batch Sales radio button. This report shows a breakdown of sales of batched stock. Where the purchase cost cannot be obtained from a purchase invoice it is calculated from the average of any current purchase prices for the commodity. Where the sale price cannot be obtained from a sales invoice it is calculated from the average of any current sales prices for the commodity.

#### Batch Stock

Select the Batch Stock radio button. This report shows current batches in stock. Where the purchase cost cannot be obtained from a purchase invoice it is calculated from the average of any current purchase prices for the commodity. Where the sale price cannot be obtained from a sales invoice it is calculated from the average of any current sales prices for the commodity.

#### Ledger Report

Select the Ledger radio button and choose a ledger type from the list box. This report shows those transaction details falling within the parameters selected.

#### Purchase Accounts Summary

Select the Purchase Accounts Summary radio button. This report shows those sales transactions falling within the parameters selected.

One line is shown per transaction – this individual transaction lines are not shown.

For each organisation, charges against and payments received against their account are shown, with subtotals and total.

**Note** the report is based on transactions of Type="Purchase Payment" and transaction Status="Paid" or "Invoiced". Other transaction types and statuses are ignored.

#### Purchase Accounts Detail

Select the Purchase Accounts Detail radio button. This report shows those sales transactions falling within the parameters selected.

Individual transaction lines are shown.

For each organisation, charges against and payments received against their account are shown, with subtotals and total.

**Note** the report is based on transactions of Type="Purchase Payment" or "Purchase Invoice" and transaction Status="Paid" or "Invoiced". Other transaction types and statuses are ignored.

#### VAT Summary Report

Select the VAT Summary radio button.

The method of generating this report depends upon the setting of the "VATACC" line in the "Options" screen displayed from the "Maintain" option shown on the Main Options screen.

If the "Value" field for the "VATACC" ("VAT Accounting by Invoice") record is set to "Yes" then the VAT Summary report will use invoice dates for VAT report generation.

If the "Value" field for the "VATACC" record is set to "No" then the VAT Summary report will use the Date In value of Sales and Purchase transactions of Transaction Type="Sales Payment" or "Purchase Payment" for VAT report generation.

**Warning** If VAT Accounting is set to accounting by Invoice Date, it is essential that every VAT accountable payment has a corresponding sales or a purchase invoice.

(Continued over)

## 7.2 Printing a Report

**Note:** It is essential to have a printer installed before you can Print or Preview a report. This is a requirement of Microsoft Access, not of ACCOSYS Accounts.

To print a report, click once on the button labelled "Print".

To see a report in Print Preview mode, click once on the button labelled "Print Preview".

To close the print preview click on the Close icon ("X" in the upper right corner) or select the MS-Access menu options File->Close (**not** Exit).

To print the report from the Print Preview display, select the MS-Access menu options File->Print.

**Warning** The reports may produce a considerable amount of data, requiring a large consumption of paper. Furthermore, depending upon the speed of your computer, its memory, the number of records present and the parameters selected, the report may take many minutes (possibly up to an hour) to complete.

## 7.3 Report Parameters

The Reports Options screen shows six Parameter listboxes, Commodity Batch edit box, and Date From and Date To edit boxes for determining a date range. Not all parameters are available (or appropriate) for every report.

The "Ledger" listbox allows a specified ledger type to be selected.

The "Cost Centre" listbox allows a cost centre to be selected so that only those transactions in the selected cost centre are shown in the report.

The "Role" listbox allows a role to be selected so that only those transactions with organisations with the selected role are shown in the report. Any transaction without an organisation with that role will be ignored.

The "Organisation" listbox allows an organisation to be selected so that only those transactions with the selected organisation are shown in the report. Any transaction without that organisation will be ignored.

The "Commodity" listbox allows a commodity to be selected in the report.

The "Transaction Status" listbox allows a transaction status to be selected so that only those transactions with the selected status are shown in the report. Any transaction without that status will be ignored.

To limit the records shown in the report, click on the down arrow beside the appropriate listbox and select a parameter from the list. For alternative means of using listboxes to make selections, see "Listbox" in section 1.4.

Clear a listbox selection by highlighting its contents and tapping the [Del] key. Some listboxes require that a selection from the list is made and cannot be cleared.

To start Commodity Labels from a required Commodity Batch Code, enter an appropriate value into the Commodity Batch edit box.

**Note** To ensure that you can select the batch codes with certainty, we recommend the use of numerical batch codes wherever possible.

To limit records to a date range, enter appropriate dates in the "Date from" or "Date to" edit boxes.

Enter a date from, but no date to, to show records with dates on or after the date from entered.

Enter a date to, but no date from to show records with dates before or on the date to entered.

Enter a date from and a date to show records with dates inclusively between the date range.

## 8. MAINTAINING ACCOSYS

The ACCOSYS application contains a maintenance module for performing some maintenance of the database files.

These operations are performed using the "Maintain ACCOSYS" program icon within the ACCOSYS Group Window. Double-click on the "Maintain ACCOSYS" icon to start the maintenance module.

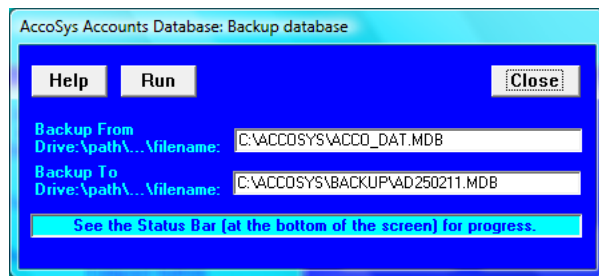
The Maintenance Module screen will be displayed. It contains action buttons for backing up and compacting the database files.

**Warning** The main ACCOSYS system must NOT be in use during any of the maintenance procedures to be described. Ensure that no users are accessing ACCOSYS except yourself during these procedures.

### 8.1 Backing Up

Online backups can be made and held on your local or network drive in case of user error or data loss. Offline backup procedures are recommended for more complete data security.

Click once on the button labelled "Backup" on the Maintenance Module screen. The "ACCOSYS ACCOUNTS: Backup Database" popup dialogue will be displayed.



**Backup From** Check the entry in the "Backup From" edit box. In the standard setup the main program database file is in "J:" or "C:\ACCOSYS\ACCO\_APP.MDB", and the main data database file is in "J:" or "C:\ACCOSYS\ACCO\_DAT.MDB". Both files will require backing up: do them in sequence, and never backup one without the other. Edit the entry so that the file to be backed up is shown.

**Backup To** Check the entry in the "Backup To" edit box. The standard location for storage of online backup files is in "J:" or "C:\ACCOSYS\BACKUP\". This path must exist. The standard naming format for the backed up files is "AxDDMMYY.MDB" where "Ax" is "AA" for the ACCO\_APP.MDB file and "AD" for the ACCO\_DAT.MDB file "DDMMYY" is the date of backup, e.g. "180212" for the 18th day of February 2012. Edit the contents of the "Backup To" edit box if different destination or filenames are required.

**Warning** The Drive and Path specified in the "Backup To" edit box MUST exist, and sufficient free space must be present on the drive for the backup to be produced. If you are in doubt, check the drive, path and space availability using Windows Explorer or File Manager.

**Warning** if your system is on your network, change the drive to your network mapped logical drive in both edit boxes. This is usually J:.

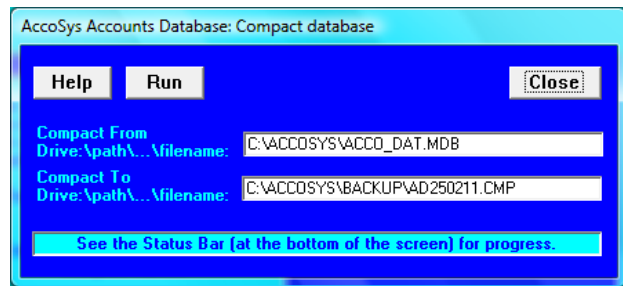
**Warning** If you enter a filename which already exists, the file will be overwritten and the previous file will be lost. Therefore rename the existing file, or enter an alternative name before running the backup.

When you are ready to do the backup, click once on the button labelled "Run" on the "ACCOSYS ACCOUNTS: Backup Database" popup dialogue.

## 8.2 Compacting

Compaction of a Microsoft Access database file removes redundant objects (e.g. deleted data), and makes all data objects contiguous in the file. This procedure reduces the file size to a minimum, frees disc space, and can enhance performance.

Click once on the button labelled "Compact" on the Maintenance Module screen. The "ACCOSYS ACCOUNTS: Compact Database" popup dialogue will be displayed.



**Compact From** Check the entry in the "Compact From" edit box. In the standard setup the main program database file is in "J:" or "C:\ACCOSYS\ACCO\_APP.MDB", and the main data database file is in "J:" or "C:\ACCOSYS\ACCO\_DAT.MDB". Both files will require compaction, but especially the ACCO\_DAT.MDB file. Edit the entry so that the name of the file to be compacted is shown.

**Compact To** Check the entry in the "Compact To" edit box. The standard location for storage of compacted files is in "J:" or "C:\ACCOSYS\BACKUP\". This path must exist.

The standard naming format for the backed up files is "J:" or "CxDDMMYY.CMP" where

- "Ax" is "AA" for the ACCO\_APP.MDB file and "AD" for the ACCO\_DAT.MDB file
- "DDMMYY" is the date of backup, e.g. "180212" for the 18th day of February 2012
- ".CMP" indicates that the database was compacted on that date. The file copied into the location is actually the pre-compacted version and can be recovered as such.

Edit the contents of the "Compact To" edit box if a different destination or filename is required.

**Warning** The Drive and Path specified in the "Compact To" edit box **MUST** exist, and sufficient free space must be present on the drive for the compaction to be performed. If you are in doubt, check the drive, path and space availability using Windows Explorer or File Manager.

**Warning** if your system is on your network, change the drive to your network mapped logical drive in both edit boxes. This is usually J:.

**Warning** If you enter a filename which already exists, the file will be overwritten and the previous file will be lost. Therefore rename the existing file, or enter an alternative name before running the compaction.

When you are ready to do the compaction, click once on the button labelled "Run" on the "ACCOSYS ACCOUNTS: Compact Database" popup dialogue.

**Note** The contents of any table in ACCOSYS can be placed on the clipboard by selecting the rows required and tapping [Ctrl]+C. The clipboard contents can then be transferred to a spreadsheet by selecting a suitable area of the spreadsheet and tapping [Ctrl]+V.



## 9. GLOSSARY

The glossary may help you to understand better some of the terms used in ACCOSYS Accounts. The terms are not listed in alphabetical order, but rather by context. The terms are grouped into the main data category areas of the system: Codes and Reference Data, Organisations, Commodities, and Transactions.

Code (Miscellaneous Code)	User defined item for selection in a listbox. E.g. Address Type MAIN.
Domain	A means of grouping codes together. E.g. £, \$, and FF are all grouped into the Currency domain.
Parent	A means of relating Codes to other domains. E.g. Each currency belongs to the Currency domain, but individually also relates to its parent country in a Currency Zone.
Geographical Areas	A linked structure containing countries and their counties, and the counties containing their towns and cities.
Reference Data	User defined data values for complex externally variable items. These include Exchange Rate Sets, which determine relationships between currencies and a base currency, and VAT rates applicable to independent nations.
Organisation	Any individual, company, or institution with which you trade.
Role	A means of classifying Organisations (e.g. into Customers and Suppliers) and Contacts (e.g. into Sales Managers or Directors). Certain roles for Organisations determine the behaviour in the system. E.g. only Organisations with the Supplier role may be entered into Purchase transaction types.
Address	A postal address of an organisation. Addresses also have address types: e.g. main address.
Telecom address	A electronic address of an organisation. Telecom addresses also have telecom types: e.g. telephone.
Contact	A person or title within an organisation. Can be linked to a telecom address.
Commodity	Any defined type of item which you buy, sell or use.
Selling Price	A sales pricing structure for a Commodity. The structure requires a defined base currency, a working currency, a quantity band and a VAT rate.
Supplier Price	A purchase pricing structure for a Commodity for a named Supplier. The structure requires a defined base currency, a working currency, a quantity band and a VAT rate.
Commodity Batch	A grouping of items of a given commodity, linked by a common batch identifier. You may join several instances of the Commodity in one Batch, or a single instance using for example, a Serial Number.
Ledger	A list of transactions in a given category. Main functional ledgers include Purchase, Sales, Nominal, Departmental, and Event.
Transaction	An entry in a ledger relating an Organisation to a Commodity.
Transaction ID	A unique identifier for a transaction.
Transaction Reference	Combines the Transaction Type and the Transaction ID.
Transaction Types	A means of determining the ledger affected by a transaction, and the nature of the entry recorded: e.g. Purchase Order, Sales Invoice, Purchase Delivery, Sales Despatch, Sales Payment.

Automatic Successor	An automatically generated and linked transaction in accordance with the Automatic Successor Transaction settings in the Data Constants list.
Linked Transaction	<p>A predecessor or successor transaction. Permits easy transfer of data between transactions to obviate data entry effort. Also permits quick navigation along a transaction sequence.</p> <p>A typical series of Linked Transactions could be Sales Quotation-&gt;Sales Order-&gt;Sales Invoice-Sales Payment Receipt-&gt;Sales Despatch. The basic information needs only be entered once if the sequence follows that set up in the Data Constants list.</p> <p>You can link transactions via the Auto button, or via Predecessor/Successor linking.</p>
Transaction Line	An means of allowing a transaction to carry details of several different commodities involved in one transaction with a single organisation.
Transaction Line Batch	<p>A link between a Transaction Line and a Commodity Batch. Allows the quantity of a commodity in a transaction line to update the quantity in a commodity batch, and link the commodity batch to the organisation involved in the transaction.</p> <p>So for example, if you buy, from your supplier, a model ZZ of a television set, with serial number 1234 then the TV model is the commodity, and 1234 could be the Commodity Batch.</p> <p>The Transaction Line Batch then links your Purchase Transactions to the Commodity Batch. Likewise, when you sell that TV its Commodity Batch will be linked to the Sales Transactions via Transaction Line Batches. Thus you can track that specific TV through your system.</p>

## **ACCOsYS ACCOUNTS**

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